



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, September 11, 2013

5:30 p.m.

812 E. Jolly Rd., Conference Rm. G11-C
Lansing, MI 48910

Committee Members Present:

Joseph Brehler, Sara Clark Pierson, Raul Gonzales, Stephen Manchester, Kay Randolph-Back, Chris Swope, Kam Washburn

Committee Members Absent:

Carol Koenig

Board Members Present:

None.

Staff Present:

Toby Bayless, Judi Cates, Mary Clissold, Andrew Hewat, Liz Holcomb, Pam Keyes, Jackie Mitchell, Al Platt, Robert Sheehan, Al Way, Kim Zimmerman

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Stephen Manchester at 5:30 p.m.

PUBLIC HEARING:

No public was present.

Discussion of the Fiscal Year 2014 Budget was moved to the Finance Committee meeting. The public hearing was adjourned at 5:31 p.m. and the Finance Committee meeting convened at 5:35 p.m.

FINANCE COMMITTEE MEETING:

Previous Meeting Minutes:

MOVED by Kay Randolph-Back and SUPPORTED by Chris Swope to approve the meeting minutes of August 14, 2013. MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Chris Swope and SUPPORTED by Kam Washburn to adopt the agenda with discussion of Fiscal Year 2014 Budget moved to the end of the agenda and item number 43 moved toward the beginning. MOTION CARRIED unanimously.

No comment on agenda items.

BUSINESS ITEMS:

Expense Contract Renewals: Pine Rest/St. Mary's, Forest View, Havenwyck

Andrew Hewat presented a request to approve three hospital in-patient contract renewals with Pine Rest/St. Mary's, Forest View, and Havenwyck hospitals. Negotiations with Havenwyck hospital are still ongoing, but there will be no more than a 5% rate increase.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contracts with Pine Rest/St. Mary's and Forest View Hospitals to purchase hospital services from the hospitals within 5% of the per diem rates shown below for the respective agreements for FY 2014; and with Havenwyck Hospital to purchase hospital services within 5% of the per diem rates shown for FY 2014 and FY 2015:

Pine Rest/St. Mary's: 1 year agreement (10/1/2013-9/30/2014) –rates all-inclusive

Inpatient –children, adolescents and older adults:	\$909.75 per diem (4.7% increase)
Inpatient –adults:	\$876.75 per diem
Partial hospitalization:	\$375 per diem
ECT:	\$596-793

Forest View: 1 year agreement (10/1/2013-9/30/2014) –rates all-inclusive

Inpatient –adults:	\$783 (3% increase)
Inpatient –children:	\$814 (3% increase)
Partial hospitalization:	\$335 (3% increase)

Havenwyck Hospital: 2 year agreement (10/1/2013-9/30/2015)-rates all-inclusive

Inpatient –adults and children:	\$625 est. Year 1 (5% increase)
	\$656 est. Year 2 (5% increase)

MOTION CARRIED unanimously.

Expense Contract Amendment: National Council on Alcoholism/Lansing Regional Area (NCA/LRA)

Toby Bayless presented a contract amendment for approval for the National Council on Alcoholism/Lansing Regional Area. The contract is being changed from a fixed unit rate to a performance based contract, which is in line with the movement that the CA is making for many of the provider contracts. The contract is also being increased by \$40,000 of Ingham PA2 and \$25,000 of Medicaid. The Medicaid is being shifted from other providers who are lapsing their funds.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its role as Substance Abuse Coordinating Agency, authorize CMHA-CEI to amend the contract with National Council on Alcoholism/Lansing Regional Area from a Fixed Unit Rate to Performance Based contract with an increase of \$40,000 of Ingham County PA2 and \$25,000 in Medicaid for a total of \$65,000 for the period of October 1, 2012 through September 30, 2013.

MOTION CARRIED unanimously.

Expense Payment: Ovid Healthcare Center

Al Platt presented a request for approval of a one-time payment to Ovid Healthcare Center for a consumer who received nursing care services as a step-down from inpatient before returning home.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to make a one-time payment of \$3,961 to Ovid Healthcare Center in payment for basic nursing care services provided to a CMHA-CEI consumer during the period of April 12, 2013 through April 30, 2013.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Greater Lansing Housing Coalition, Walnut Street Apartments

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Greater Lansing Housing Coalition to provide supportive mental health services to Walnut Street Apartments for the period of October 1, 2013 to September 30, 2014 and receive up to a total annual amount of \$50,000 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Michigan Department of Community Health, PATH Grant

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Michigan Department of Community Health – PATH Grant to provide outreach mental health services to homeless adults experiencing mental illness in the tri-county area October 1, 2013 through September 30, 2014 and receive \$121,223 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Michigan Department of Community Health, Tenant-Based Rental Assistance (TBRA) Voucher Program

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with the Michigan Department of Community Health to provide supportive housing services as per the direction of the Michigan Department of Community Health for the period of period of October 1, 2013 through September 30, 2014 and receive \$32,785.

MOTION CARRIED unanimously.

Revenue Contract Renewal: City of Lansing, Out-Patient Opening Doors Clinic

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with the City of Lansing, Human Relations and Community Services Department, to provide services for the period of July 1, 2013 through June 30, 2014 and receive \$20,000 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Professional Consulting Services

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Professional Consulting Services to provide a full array of adult mental health services for the period of October 1, 2013 to September 30, 2014 and receive reimbursement for services, per the DOC schedule of fees for those services.

MOTION CARRIED unanimously.

Expense Contract Renewal: Kenneth L O'Deen

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Kenneth L. O'Deen for the period of October 1, 2013 through September 30, 2014 and pay \$65.69 per month/per consumer for those services / goods.

MOTION CARRIED unanimously.

Expense Contract Renewal: Tri-County Guardianship Services

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Tri-County Guardianship Services, PLC, for the period of October 1, 2013 - September 31, 2014 and pay \$65.69 per month, per consumer for those services.

MOTION CARRIED unanimously.

Expense Contract Renewal Robert D Smith, Ph.D.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Robert D. Smith, Ph.D. to purchase psychological and neuropsychological testing for the period of October 1, 2013 – September 30, 2014 and pay \$490 - \$1,500 per assessment for those services.

MOTION CARRIED unanimously.

Expense Contract Renewal: Nathaniel Asch

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Nathaniel Asch to purchase Occupational Therapy Assessments for the period of October 1, 2013 to September 30, 2014 and pay \$280 (per assessment) and \$45/hour (OT meeting with community) for those services.

MOTION CARRIED unanimously.

Expense Contract Renewal: Senior Companion Program, RSVP

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Senior Companion-RSVP to purchase Senior Companion services from Senior Companion Program-RSVP for the period of October 1, 2013 to September 30, 2014 and pay \$11,000 for those services/goods.

MOTION CARRIED unanimously.

Expense Contract Renewal: Cristo Rey Community Center

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with the Cristo Rey Community Center to purchase individual counseling and group therapy outpatient mental health services for the period of October 1, 2013 to September 30, 2014 and pay an annual amount not to exceed \$26,046 for those services.

MOTION CARRIED unanimously.

Expense Contract Renewal: Justice in Mental Health Organization (JIMHO)

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Justice in Mental Health Organization (JIMHO) to purchase services for the period of October 1, 2013 through September 30, 2014 and pay \$305,654 for those services.

MOTION CARRIED unanimously.

Cash Match Agreement: Michigan Rehab Services (MRS), Supported Employment

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee

recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with the Michigan Rehab Services to provide supportive employment through this catch-match agreement for the period of October 1, 2013 through September 30, 2014, and spend \$37,811 and receive \$102,230 for a total of \$140,041 for the program.

MOTION CARRIED unanimously.

Contract Renewal: Ingham County Health Department

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Ingham County Health Department to provide 0.5 FTE Child Psychiatry and 2.0 FTE Mental Health Therapists and provide psychiatric consultation and mental health treatment for the period of October 1, 2013 through September 30, 2014.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Eaton County, Eaton County Youth Facility

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Eaton County to provide mental health services to youth placed in the Eaton County Youth Facility and utilize the reimbursement process of the Michigan Child Care Fund, and bill the fund up to \$44,637, for the period October 1, 2013 through September 30, 2014.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Eaton County, Juvenile Court Truancy Intervention Program

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Eaton County to provide screening, assessment, referral, and treatment services to youth and families under jurisdiction of the Eaton County Juvenile Court for the period of October 1, 2013 through September 30, 2014 and receive \$100,000 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Eaton County, Parent-Young Child Program

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract renewal with Eaton County to provide home-based services to Eaton County families for the period of October 1, 2013 through September 30, 2014 and receive \$213,673 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Eaton County Department of Human Services

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Eaton County Department of Human Services for the period of October 1, 2013 through September 30, 2014, and receive up to \$63,728.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Clinton County Department of Human Services

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Clinton County Department of Human Services for the period of October 1, 2013 through September 30, 2014, and receive up to, \$64,000 for these services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Ingham County Department of Human Services

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Ingham County Department of Human Services for the period of October 1, 2013 through September 30, 2014 and receive up to \$33,302.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Michigan Department of Community Health, Parent Management Training Grant

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its role as Board of Directors of the PIHP, authorize CMHA-CEI to renew the contract with the Department of Community Health to provide Parent Management Training – Oregon Model for the period of October 1, 2013 through September 30, 2014 and receive \$50,000 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Michigan Department of Community Health, Children's Trauma Initiative

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with

Department of Community Mental Health to provide coordination services for Trauma Focused-Cognitive-Behavioral Therapy training for the period October 1, 2013 to September 30, 2014 and receive \$ 357,572 for those services provided.

MOTION CARRIED unanimously.

Expense Contract Renewal: Children's Trauma Assessment Center

ACTION:

MOVED by Joseph Brehler and SUPPORTED by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Children's Trauma Assessment Center to provide training in the development of a trauma informed children's mental health system to CMHSPs and pay \$103,559 for those services for the period October 1, 2013 through September 30, 2014.

MOTION CARRIED unanimously.

Expense Contract Renewal: Jennifer Wilgocki, MA

ACTION:

MOVED by Joseph Brehler and SUPPORTED by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Jennifer Wilgocki to provide Trauma-Focused Cognitive Behavioral Therapy to CMHSPs and pay \$41, 250 for those services for the period October 1, 2013 through September 30, 2014.

MOTION CARRIED unanimously.

Expense Contract Renewal: Kelly Wilson, LMSW

MOVED by Joseph Brehler and SUPPORTED by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Kelly Wilson to provide Trauma-Focused Cognitive Behavioral Therapy to CMHSPs and pay \$38,000 for those services for the period October 1, 2013 through September 30, 2014.

MOTION CARRIED unanimously.

Sara Clark Pierson joined the meeting at 6:00 p.m.

Revenue Contract Renewal: Michigan Department of Corrections, Parole and Probation Residential Contract, House of Commons

Judi Cates presented a request for approval to continue services at the House of Commons under the Department of Corrections contract. MDOC has not started the bidding process due to changes in personnel so they are just continuing the current contract until the bid process is done.

ACTION:

MOVED by Kam Washburn and SUPPORTED by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Michigan Department of Corrections to provide treatment in addiction services for the

period of October 1, 2013 through September 30, 2016 and be reimbursed at a day rate of Forty-Eight Dollars and 50/100 (\$48.50) per day for those services for Probationers and \$76.81/day for Parolee's. This contract has maximum reimbursement revenue of \$602,195.00 per year for three years.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Ingham County, Office of Community Corrections, House of Commons

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Ingham County Office of Community Corrections to provide treatment in addiction services for the period of October 1, 2013 through September 30, 2014 and receive for those services \$48,323.00 (forty eight thousand, three hundred twenty three dollars).

MOTION CARRIED unanimously.

Revenue Contract Renewal: City of Lansing, Human Relations and Community Services Department, The Recovery Center

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with the City of Lansing, Human Relations and Community Services Department for the period of July 1, 2013 through June 30, 2014 and receive for those services \$20,000 (twenty thousand dollars).

MOTION CARRIED unanimously.

Expense Contract Renewal: Community Based Interventions (CBI), Giving Tree Farm

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Community Based Interventions, Giving Tree Farm to purchase Skill Building and Pre-Vocational Training Services and pay an hourly rate of \$35.00 from October 1, 2013-September 30, 2015.

MOTION CARRIED unanimously.

Expense Contract Renewal: MRC Industries

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with MRC industries to purchase Skill Building and Pre-Vocational Training Services and pay an hourly rate of \$7.48 or \$14.04, based on the supervision needs of the individuals served,

from October 1, 2013 – September 31, 2016.

MOTION CARRIED unanimously.

Expense Contract Renewal: Hope Network Developmental and Community Services

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Hope Network Developmental and Community Services to purchase Skill Building and Pre-Vocational Training Services and pay an hourly rate of \$12.00 from October 1, 2013 – September 30, 2016.

MOTION CARRIED unanimously.

Expense Contract Renewals: Agape Total Healthcare Services and CBI Rehabilitation Services Inc.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contracts with: Agape Total Healthcare Services, and CBI Rehabilitation, Inc. for the period of September 1, 2013 – September 30, 2015 and pay the rates according to the schedule below:

Rate Schedule		
Service	Standard Rate	Holiday Rate
Children's Waiver Community Living Support	\$15.88/hr.	\$23.72/hr.
Children's Waiver Respite	\$15.56/hr.	\$23.36/hr.
Family Training	\$63.91/session	N/A
Treatment Planning	\$65/session	N/A
Non Family Training	\$62.61/session	N/A
Community Living Supports (non-waiver)	\$14.12 or \$16.12*	\$21.18 or \$24.18*

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

MOTION CARRIED unanimously.

Expense Contract Renewal: Community Living Services, Oakland County

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Community Living Supports to purchase Independent Facilitation services for the period of October 1, 2013 – September 30, 2015, and pay \$146 per Person Centered Plan (PCP).

MOTION CARRIED unanimously.

Expense Contract Renewal: Michigan Department of Human Services (MDHS-Clinton County) Medicaid Eligibility Specialist Designated to CEI

The DHS and CMHA-CEI staff are receiving training and becoming licensed for the

application process for SSI, disability, and also the Exchanges, as well as walking consumers through the Medicaid application process. This will allow consumers to more easily receive access to care through a variety of revenue sources.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Michigan Department of Human Services to purchase Medicaid Eligibility Specialist services for the period of October 1, 2013 through September 30, 2016, and pay \$67,080.00 for those services.

MOTION CARRIED unanimously.

Expense Contract Renewal: Michigan Department of Human Services (MDHS-Ingham County) Medicaid Eligibility Specialist Designated to CEI

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Michigan Department of Human Services to purchase Medicaid Eligibility Specialist services for the period of October 1, 2013 through September 30, 2014, and pay \$54,300.00 for those services.

MOTION CARRIED unanimously.

Annual Affiliate Compliance and Financial Audits of Fiscal Year 2012

Pam Keyes presented a report on the Affiliation Compliance and Financial Audits. This report will end once CMHA-CEI is no longer the PIHP, except for CEI's own report.

Compliance audit guidelines stressed the handling of consumer funds, which brought the issue to the forefront for the auditors. All affiliates, including CMHA-CEI, received a recommendation to review and strengthen their procedures regarding the handling of consumer funds.

CMHA-CEI has a procedure covering all licensed and unlicensed homes, but licensed homes also receive more guidance from the licensing agency. CEI reviewed the additional procedures and adopted them for all homes.

Chris Swope left the meeting at 6:30 p.m.

Fiscal Year 2013 4th Quarter Budget Amendments

Pam Keyes presented 4th quarter amendments to the Fiscal Year 2013 budget. The amendments are a decrease in cost settlements with two affiliates, an increase in Medicaid Savings to cover the affiliate decreases, recognition of prior year ABW savings and deferral of current year ABW savings, and MidSouth closeout costs and use of unreserved fund balance between October 2012 and March 2013.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the Fiscal Year 2013 4th Quarter Budget Amendments.

MOTION CARRIED unanimously.

Expense Contract Amendment: TBD Solutions LLC

Robert Sheehan presented a contract amendment with TBD Solutions LLC for approval. The Mid-State Health Network (MSHN) would like to remove the cap on the number of hours TBD can be available for consultation. Reimbursement will be made to CMHA-CEI at the end of the calendar year by MSHN, or shared equally by the 12 CMHSPs in the region.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Sara Clark Pierson that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to amend the contract with TBD Solutions LLC to purchase consultation services, at \$125 per hour plus expenses, to: facilitate and/or coach the facilitation of MSHN workgroups; develop documents that emerge from these workgroups; and develop the draft framework by which retained PIHP functions will be purchased from the CMHs which make up MSHN; guide and staff hiring process; and serve to support the MSHN Board of Directors until MSHN staff are hired. This contract amendment is entered into, on behalf of the twelve Community Mental Health Services Programs (CMHSP) which make up MSHN, for the period of April 1, 2013 through December 31, 2013.

MOTION CARRIED unanimously.

Proposed Maintenance of Medicaid Benefit Management Capacity Given Transition from Role as PIHP/Hub

Robert Sheehan presented a proposal that CMHA-CEI maintain the portions of the current budget that are funded by PIHP administration – namely the staff supporting PIHP work which includes a percentage of all directors and a number of other staff.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties instruct the Finance Office to place the cost of the maintenance of Medicaid benefit management capacity (internal capacity costs and administrative fees required by the Mid-State Health Network) into the above-the-line portion of the FY 2014 budget and instruct the Human Resources office and senior management to make use of staff attrition and employee transfer processes to address staff positions determined, during FY 2014, not to be essential to the management of the Medicaid benefit.

MOTION CARRIED unanimously.

Fiscal Year 2014 Budget

Pam Keyes presented the Fiscal Year 2014 Budget, which is based on the Steady State Budget Assumptions approved in May 2013. A revised steady state budget and program proposals will be prepared over the next few months and presented no later than January 2014, when Medicaid expansion and General Fund rates are confirmed by the state.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the Fiscal Year 2014 Operating Budget: Revenues by Major Funding Source and Expenditures by Line-Item Cost Category. By adoption, the Board of Directors recognize that the adopted budget is based on current estimates of revenues and expenditures, and that staff may find it necessary to recommend, to the Finance Committee and/or Board of Directors, amendments to the budget during the course of the fiscal year; that purchases made in this budget shall be made in conformance with the Procurement Policy; and that expenses which are supported by grant revenue, reimbursement, or other sources of outside funding are contingent upon the Community Mental Health Board of Clinton, Eaton, Ingham Counties receiving the budgeted revenues.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The Finance Committee meeting adjourned at 7:05 p.m. The next regularly scheduled Finance Committee meeting will be October 9 at 5:30 p.m. at the Community Mental Health Building, 812 E. Jolly Rd, Lansing, MI.

Minutes submitted by:



Jacqueline Mitchell
Finance Secretary