



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, December 10, 2014, 5:30 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910

Committee Members Present:

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

Committee Members Absent:

None.

Staff Present:

Robert Sheehan, Stacia Chick, Chelsea Christensen, Andrew Hewat, Chris McDaniel, Jennifer Stanley, Al Way, Ericanne Spence, Mary Clissold, Kim Zimmerman, Jana Baylis, Melissa Misner, Jennifer Stanley

Public Present:

Jeffrey Fleming

Call to Order:

The meeting was called to order by Chairperson Sara Clark Pierson at 5:34 p.m.

Previous Meeting Minutes:

MOVED by Raul Gonzales and SUPPORTED by Kam Washburn to approve the meeting minutes of November 12, 2014.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Stephen Manchester and SUPPORTED by Kam Washburn to adopt the revised agenda to change agenda number 12 from "Analytics Software" to "Sisense Software Subscription".

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Revenue Contract Amendment: Mental Health First Aid Training Grant Extension

Bob Sheehan presented a contract to extend Mental Health First Aid Training dollars. This extended contract will provide Adult and Youth Mental Health First Aid (YMHFA/MHFA) training to individuals in Clinton, Eaton, and Ingham Counties. CMHA-CEI staff would like to extend the contract through September of next year. Having just received this contract from Network 180, note that it is retroactive from October 1, 2014.

ACTION:

MOVED by Chris Swope and SUPPORTED by Kam Washburn that the Finance committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into a contract amendment with Network 180 to provide YMHFA/MHFA training to the residents of Clinton, Eaton, and Ingham Counties and receive \$31,903 for those services / goods for the period of October 1, 2014 to December 31, 2014.

MOTION CARRIED unanimously.

Expense Contract Renewals

ACTION:

MOVED by Chris Swope and SUPPORTED by Raul Gonzales that the Finance committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), authorize CMHA-CEI to enter into the following expense contract renewals based on the fact there are no significant changes and the contracts are in line with agency responsibilities:

Contract renewals with Anna Masambaji, Anne Marie Kelso, Aster Mekonnen, Deena Ferguson, Dereje and Tiruwork Tesema, DRM Private Home Health Care, Elisabeth Engeda, Fidelia Okwereogu, Joy Mbelu, Katreva Bisbee, Kerry Dack, Kevin and Belinda Ide, Mary Somerville, Peckham Vocational Industries, Roseline Rowan, Ruby Strudwick, and Vicki Owen to purchase residential services with the per diem rates of

\$19.52 (Level I), \$39.04 (Level II), and \$58.56 (Level III) for the period of January 1, 2015 through December 31, 2017.

Contract renewal with Samaritan Behavioral Center, located at 5555 Connor Ave., Detroit, to purchase inpatient services and pay an all-inclusive per diem rate of \$700 for those services for the period January 1, 2015 through December 31, 2015.

Contract renewal with ASPPIRE, Inc., located in Dimondale, to purchase social skills training and pay \$175 - 225 per consumer for 16 weekly sessions for the period of January 1, 2015 through December 31, 2016.

Contract renewals with: Care Connect LLC, Community Linx, Cypress Home Care, The Inspirational Center LLC, and Ultimate Healthlink, Inc. to purchase Community Living Supports (CLS), and Respite Services and pay according to the rate schedule below for those services/ goods for the period of January 1, 2015 through December 31, 2016.

Rate Schedule	
Service	Standard Rate
Children's Waiver: CLS and Respite	\$16.44/hr.
Children's Waiver: CLS and Respite Holiday Rate	\$24.68/hr.
CLS: Hab. Waiver /B3*	\$14.44 or \$16.44/hr.*
CLS: Hab. Waiver /B3* Holiday Rate	\$21.60 or \$24.68/hr.*

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

Contract renewal with John Baker, MD, whose administrative address is 1999 Groton Way, East Lansing, to purchase psychiatric services and pay \$125.00 per hour, not to exceed 40 hours per month, for the period of January 1, 2015 to December 31, 2017.

Contract renewal with Joel Sanchez, MD, whose administrative address is 315 Lamson St., Grand Ledge, to purchase psychiatric services and pay \$125.00 per hour, not to exceed 40 hours per month, for the period of January 1, 2015 through December 31, 2017.

MOTION CARRIED unanimously.

New Expense Contract: Sisense Software Subscription

Bob Sheehan presented a new expense contract to license data analytics and reporting software from Sisense LTD. CMHA-CEI's IT data contract with Mid-State Health Network (MSHN) specifies that CMHA-CEI provide a series of online reports, electronic "dashboards", and analytical queries. These capabilities are most appropriately provided by a Business Intelligence (BI) software platform. This software allows CMHA-CEI to do the specified analysis efficiently and effectively for a reasonable price. Revenue for BI software is built into CMHA-CEI's IT contract with MSHN.

ACTION:

MOVED by Joseph Brehler and SUPPORTED by Kam Washburn that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), authorize CMHA-CEI to enter into a new expense contract with Sisense LTD to provide analytics/dashboard software and pay \$40,000 for the period of approximately December 19, 2014 through November 18, 2015.

MOTION CARRIED unanimously.

FY 2015 Supportive Housing Fund Additional Information

Stacia Chick presented additional detail that was requested by the Finance Committee in November to support the new rent amount of \$527 per month per consumer. A Supportive Housing Fund Budget was provided with information including the expenditures for each individual facility owned by CMHA-CEI. These estimates are based on past expenditures. Some properties are newer and some properties serve different purposes than they have in the past. The Finance Committee inquired about the set rent rate for all consumers and differences in maintenance between properties. The maintenance from average wear and tear of properties are pooled for the set rent amount, however, damages caused by consumers' disabilities will come from the appropriate program cost center. Discussion ensued regarding new properties, current mortgages, and depreciation.

For information only.

Two Part FY 2015 Proposed Budget Balancing Plan/ Program Proposals to Balance FY 2015 Budget

Bob Sheehan presented part two of the FY 2015 Proposed Budget Balancing Plan reviewing cause of the reductions and the steps which CMHA-CEI staff have been

taking to reduce negative impact. Staff are continually refining the projected budget gap. The projected deficit was reduced due to strong MiChild revenues. Some other uncertain outcomes that are being monitored include the supplemental appropriations bill and the possible increase in Healthy Michigan Plan rates and enrollment. In light of the uncertainty of the revenue-producing options previously discussed CMHA-CEI will be continuing the selective hiring freeze with the dual aim of generating savings and providing vacant positions which can be eliminated rather than employees laid off when position cuts are needed to balance the budget. The severities of cuts have been dampened due to the fact that the budget reductions were made from a budget that was increased at the start of the fiscal year. The Finance Committee inquired about the impact on staff caseloads with the Medicaid expansion numbers increasing. Staff shared that they are very busy and have had to make some changes to continue to provide the best service possible. The Finance Committee asked for an illustration of caseload closings. Discussion ensued regarding the use of funds received by MSHN, differences in the operation of other CMHs, and always looking out for the best interest of consumers.

Stacia Chick presented the program proposals to balance the Fiscal Year (FY) 2015 budget. The FY 2015 Budget variance of (\$3,207,641) is comprised of a reduction in Healthy Michigan revenue of (\$827,938), reduction in General Funds of (\$1,999,312) and a reduction in HAB Support Waiver revenue of (\$380,391). Each program presented proposals to balance the FY 2015 budget. Discussion ensued regarding projections and General Fund and Medicaid revenues. The Finance Committee inquired about the two layoffs due to the deficit and whether the positions will be restored if funds are restored. CMHA-CEI staff shared that both employees can be guaranteed other jobs and that the priority of position restoration will depend on consumer need. Discussion ensued regarding the hiring freeze and the amazing job that CMHA-CEI staff has done to prevent the loss of jobs and services.

ACTION:

MOVED by Kam Washburn 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 accept management's Fiscal Year 2015 program proposals to balance the budget and authorize management to begin implementation of the proposals.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

None.

Public Comment:

Adult Mental Health Services (AMHS) staff introduced Melissa Misner, an AMHS program intern, who will be presenting to the board in the future. Jeffrey Fleming thanked Bob Sheehan and the CMHA-CEI Directors for their work and dedication toward the budget balance. Bob Sheehan thanked Jeff Fleming and Labor's ability to assist at CMHA-CEI's Budget Development Action Group.

Adjournment:

The meeting was adjourned at 7:16 p.m. The next regularly scheduled Finance Committee meeting is January 14, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen
Finance Secretary