



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, April 8, 2015, 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, Chris Swope

Committee Members Absent:

Stephen Manchester

Staff Present:

Bob Sheehan, Stacia Chick, Chelsea Christensen, Donna, Brower, Chuck Dougherty, John Peiffer, Al Way, Mary Clissold, Sharon Blizzard, Ericanne Spence, Toby Bayless, Joyce Tunnard

Public Present:

Marne Carlson

Call to Order:

The meeting was called to order by Chairperson Sara Clark Pierson at 5:36 p.m.

Previous Meeting Minutes:

MOVED by Raul Gonzales and SUPPORTED by Kay Randolph-Back to approve the meeting minutes of March 11, 2015.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kam Washburn and SUPPORTED by Raul Gonzales to adopt the revised agenda with the addition of "FY 2015 MSHN Additional Benefit Stabilization

and Ingham County Health Services Millage Funds Program Proposals" under Old Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

MERS Presentation: GASB 68 Overview (CMHA-CEI)

Stacia Chick presented GASB 68 (GASB stands for Governmental Accounting Standards Board), a new requirement that changes the way government entities that offer defined benefit plans report pension liabilities. Donna Brower, with CMHA-CEI's Payroll/Benefits Department, introduced Marne Carlson, MERS Regional Manager, to provide a detailed overview of GASB 68 information. Marne Carlson provided a 2013 annual evaluation which affects the 2015 budget. The amortization policy was reviewed along with CMHA-CEI's funding history and actuarial evaluation. Discussion ensued regarding defined benefit plans versus defined contribution plans. Marne Carlson also mentioned that MERS is implementing a system at the end of 2015 that will allow employees to view a snapshot of their retirement progress.

The summary of changes was further reviewed. Though a government entity's pension numbers may seem different under the new reporting requirement, the financial situation of the retirement plan has not changed. The most notable change is the separation of accounting calculations from funding calculations. Discussion ensued regarding future financial reports and providing early estimated GASB 68 numbers to prepare for the change.

For information only.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Chris Swope 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 renew the following lease contracts based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Lease contract renewal of the property at 1520 West Wieland, DeWitt Township, MI from Sko (Roseanne) Schafer, residing at 905 Glenwood Terrace Anniston, Alabama 36207, for the period of May 1, 2015 through April 30, 2018 and pay as follows:

CMH-CEI shall pay to the Lessor for the premises during the period of May 1, 2015 through April 30, 2016, the sum of Twenty Thousand Nine Hundred Fifty Two dollars (\$20,952.00) --per annum and payable in installments of One Thousand Seven Hundred Forty Six dollars (\$1,746.00) --per month.

CMH-CEI shall pay to the Lessor for the premises during the period of May 1, 2016 through April 30, 2017, the sum of Twenty One Thousand Three Hundred Seventy Two dollars (\$21,372.00) --per annum and payable in installments of One Thousand Seven Hundred Eighty One dollars (\$1,781.00) --per month.

CMH-CEI shall pay to the Lessor for the premises during the period of May 1, 2017 through April 30, 2018, the sum of Twenty One Thousand Eight Hundred Four dollars (\$21,804.00) --per annum and payable in installments of One Thousand Eight Hundred Seventeen dollars and 50/100 (\$1,817.00) --per month. Installment payments shall be made during the month for which the installment is applicable. Each monthly installment payment includes insurance escrow, real estate tax escrow, and base rent.

Lease contract renewal, as Landlord, of the property at 1507 Jerome Street, Lansing, MI to tenant Theresa Biron, whose address is 1507 Jerome Street, Lansing, MI, for the period of May 1, 2015 through April 30, 2020 and receive the following as revenue:

Twelve Thousand Two Hundred Forty Dollars (\$12,240) per year in equal monthly installments of One Thousand Twenty and 00/100 Dollars (\$1,020) during the term of this lease for a total of Sixty One Thousand Two Hundred and 00/100 Dollars (\$61,200) during the 60 month period.

MOTION CARRIED unanimously.

Expense Proposal: Sanitary Sewer Project – 5343 Willoughby Road, Lansing (CMHA-CEI)

John Peiffer presented a proposal to complete the project of replacing the existing failing septic system located at 5343 Willoughby Road in Lansing. Some factors that caused the problem were soil issues, high water table, and high usage of the home. Many options were explored on how to solve the problem. After a new septic system was discouraged by the Health Department, the solution to tie into the City of

Lansing sewer was decided upon. After six months of collaborating with the appropriate municipalities, the project was approved.

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 staff to complete the following:

Proposal:

CMHA-CEI Property and Facilities staff complete the project of replacing the existing failing septic system located at 5343 Willoughby Road, Lansing, MI by awarding a formal construction contract to a contractor yet to be named through a formal bid process.

Project Expenses:

Contractor construction costs, City of Lansing plans and permit fees and connection fees plus 10% for contingency are expected not to exceed \$50,551.85.

Funding:

Community Mental Health Authority of Clinton, Eaton and Ingham Counties will utilize the Fixed Asset Reserve Budget for funding this project and in doing so capitalize the expense over 25 years at a rate of \$2,022.07 per year.

MOTION CARRIED unanimously.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Chris Swope 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 contract renewals based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Expense contract renewal with Christine O'Connor, located at 1832 Snyder Road, East Lansing MI, to purchase foster care services for the period January 1, 2015 through December 31, 2017 and pay \$75.00 per day for any placed youth. *Having just received this contract from Christine O'Connor, note that it is retroactive from January 1, 2015.*

Expense contract renewals with the below listed camps to purchase Respite Services for the period of June 1, 2015 through December 31, 2015 and pay according to the accompanying rate schedule for those services.

Name of Camp	Address of Camp	Cost
Albirght United Methodist Church Camp-Special People Camp	3156 190 th Ave., Reed City, MI 49677-9731 Office 888-217-1905 Registration Box 84, Oshtemo, MI 49077 Camp 231-832-3856	Developmentally Disabled rates: Adults - \$330; Young Adults, -7 th -12 th grade - \$235 per week
Bay Cliff Health Camp	P.O. Box 310, 4175 Bay Cliff Dr., Big Bay, MI 49808 906-345-9314	Less than \$700/week; \$2,900 for 7 weeks
Beekman Therapeutic Horseback Riding Camp	2901 Wabash Rd., Lansing, MI 48910 517-755-2175	\$35 private therapy 30 minutes; YMCA Camp \$10/child for 5 days
Camp Blodgett-Camp	Property rented by Camp Sunshine as needed;	\$300 for 5 days
Camp Ebersole	3400 2 nd St., Wayland, MI 49348 616-792-6294 Lansing office 517-755-5785	No cost information available
Camp Fish Tales	2177 E. Erickson Rd., Pinconning, MI 38650 989-879-5199	Level 1-\$575: Level 2-\$650
Camp Greenwood	13564 McClain Rd., Gowana, MI 49326 231-224-3059	\$85-\$150/children: \$75-\$250/adults; other sessions-\$100-\$400
Camp Henry-Camp Sunshine	5575 Gordon Ave., Newaygo, MI 49337 616-459-2267	\$300
Camp Midicha	10407 N. Fenton Rd., Fenton, MI 48430 810-629-9622 (Summer)	\$401-\$500/week
Camp Pa-Wa-Pi, Parkwood YMCA	3232 E. Grand River, Williamston, MI 48895 517-827-9680 Lansing office	Fee per type of session \$120 - 160
Camp Sonshine – Holt Lutheran Church	2418 Auarlieus Rd., Holt, MI 48842 517-694-3182	\$140 per week
Camp Sunshine-main office	430 E. 8 th St., Holland, MI 49423 616-994-9897	\$300
Conductive Learning Center at Aquinas College	2428 Burton St., SE, Grand Rapids, MI 49546 616-575-0575	\$2,100 for the 3 week summer program
Cran-Hill Ranch, Friendship Camp	14444 17 Mile Rd., Rodney, MI 49342 231-796-7669	Week 1-\$460 Week 2-\$460 Week 3-\$460
Delta Mills Nazarene Camp	6816 Delta River Dr., Lansing, MI 48906 517-321-8643	\$125 Activity fee for summer in addition to \$116/per week
Fowler Center	2315 Harmon Lake Rd., Mayville, MI 48744 989-673-2050	Fees per type of session \$195-1,115
HisAbility, Camp Barakel	P.O. Box 159, Fairview, MI 48621 989-848-2279	\$185
Holt Lutheran Summer Camp, Hawks Program	2418 Aurelius Rd., Holt, MI 48842 517-694-3182	\$135 per week, \$30 per day; \$15 registration fee
Impressions-5 Museum	200 Museum Dr., Lansing, MI 48833 (517) 485-8116 ext. 132 Attn: Katie Rosenberg	Non-members \$250/week; members \$190/week; 8 Jun-4 Sep; diff subject each week
Indian Trails Camp	0-1859 Lake Michigan Dr., NW, Grand Rapids, MI 49534 616-677-5251	Level 1 - \$762/6 days Level 2 - \$1,116/6 days Level 3 - \$1,536/6 days
Lansing Parks & Recreation	1011 N. Fairview Ave., Lansing, MI 48912 517-483-4277	From free to several hundred dollars

Lansing Parks/Recreation, Southside Community Center	5825 Wise Road, Lansing, MI 48911 517-483-6686	\$30 - \$95 per week depending on type of program & county /city residence
Mystic Lake	9465 Ludington Dr., Box 100, Lake, MI 48632 517-827-9650	One week-\$475 2 weeks-\$890
Oak Park YMCA	900 Long Blvd., Lansing, MI 48911 517-827-9700	Fees per type of session \$108-123; \$35 deposit
Okemos Special Needs Camp	1826 Osage Dr., Okemos, MI 48864 517-706-5020	4 weeks - \$778; 5 weeks - \$919; 6 weeks - \$1094; 7 weeks - \$1266
Pine Ridge Bible Camp	8415 17 Mile Rd., Cedar Springs, MI 49319 616-696-8675	\$\$295-Freddie Friends - \$75 deposit
Ric Star-MSU Music Camp	4390 S. Hagadorn, East Lansing, MI 48823 517-884-4828	Per camper-\$195, all day, 6/over; Per ½ day - \$100, 0- 6 yrs
Spring Hills Camp	Box 100, Everat, MI 49631 231-734-2616	\$247-\$687-depending on session
St. Francis on the Lake	10120 Murray Rd., Jerome, MI 49249 517-688-9212 – e-mail in registrations	\$495/week; \$250 deposit: 1-1 is extra \$100
Westside YMCA –not used in a couple of years	3700 Old Lansing Rd., Lansing, MI 44917 517-827-9670	No information from last year; left a message
Young Life Camp-Timberwolf Lake	1518 River Terrace Dr., East Lansing, MI 48823 Registration 517-324-3294 4898 N. Morey Rd., Lake City, MI 49651 Camp 231-839-7552	\$650- only one camping session this year; Jun 12-17; \$125-150 for November
Youth Haven	3796 Perrine Rd., Rives Junction, MI 49277 517-569-3631	All children attend for free

Revenue contract renewal with Gratiot County Community Mental Health to provide and maintain the Echo data system, the CEI Clinical System, and the Filebound Document Imaging System for the period of October 1, 2014 through September 30, 2015 and receive \$119,300.76 for that service. *Having just received this contract, note that it is retroactive from October 1, 2014.*

Expense contract renewal with The Echo Group for maintenance of Clinician’s Desktop and Revenue Manager for the period of May 14, 2015 through May 13, 2016 and pay \$77,450.00 for that maintenance.

Revenue contract renewal with Gratiot County Community Mental Health to provide technical support for billing software and provide guidance for billing and reimbursement functions for the period of October 1, 2014 through September 30, 2015 and receive \$24,228, plus mileage and meal reimbursement, for that service. *Having just received this contract, note that it is retroactive from October 1, 2014.*

MOTION CARRIED unanimously.

Expense Proposal: SAN Upgrade (CMHA-CEI)

Chuck Dougherty presented a proposal to upgrade CMHA-CEI's Storage Area Network (SAN) system with purchases from Dell/MIDeal, Mirazon, CDW Government, and several other low-bidding suppliers. In 2011, the current SAN system was purchased and CMHA-CEI is now running out of available space at the projected time. The use of storage is going up approximately 30% per year and needs regular expansion.

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 purchase SAN hardware and software from MIDeal, Mirazon, CDW Government, and other suppliers and pay a total amount of approximately \$360,000, to be amortized over five years, for this system.

MOTION CARRIED unanimously.

FY 2015 JP Morgan Chase Bank Vehicle Loan Resolution (CMHA-CEI)

Stacia Chick presented the JP Morgan Chase Bank resolution regarding borrowing, reimbursement, and tax qualification which will enable CMHA-CEI to finance 13 new vehicles. The purchase was originally approved in September 2014 for \$395,700. The cost of the vehicles has been reduced and revised to \$360,658.

ACTION:

MOVED by Chris Swope and SUPPORTED by Joe Brehler that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) adopt the certified resolutions regarding JP Morgan Chase Bank borrowing, reimbursement, and tax qualifications for the purchase of 13 vehicles from Gorno Ford and Varsity Ford in the amount of \$360,658.

MOTION CARRIED unanimously.

Old Business:

FY 2015 MSHN Additional Benefit Stabilization and Ingham County Health Services Millage Funds Program Proposals

Stacia Chick presented the program proposals for the previously approved additional funding from the MSHN Additional Benefit Stabilization and Ingham County Health Services Millage Funds. The detailed proposal for how the funds will be

used was provided and reviewed. Some notable changes were the addition of 16 new positions and the restoration of 1.5 positions to serve hundreds of new individuals. After the General Fund reduction earlier this year, the budget froze many of these new positions. The new source of funding is not only being allocated to close the budget gap because there is a need to expand to fulfill new outreach and services. CMHA-CEI staff thanked the Finance Committee for the previous approval of these proposals because it has enabled staff to expedite filling the necessary positions. Discussion ensued regarding fee for service.

For information only.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 7:16 p.m. The next regularly scheduled Finance Committee meeting is May 13, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen
Finance Secretary