



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

**Wednesday, October 14, 2015, 5:30 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910**

Committee Members Present:

Joseph Brehler, Kay Randolph-Back, Kam Washburn, Chris Swope, Raul Gonzales

Committee Members Absent:

Sara Clark Pierson (notified staff of absence), Carol Koenig (notified staff of absence)

Staff Present:

Stacia Chick, Chelsea Christensen, Sara Lurie, John Peiffer, Karmen Katzinger, Mary Clissold, Chris McDaniel, Ericanne Spence, Al Way, Fran Jozefowicz, Melissa Misner

Public Present:

None.

Call to Order:

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

Previous Meeting Minutes:

MOVED by Chris Swope and SUPPORTED by Kam Washburn to approve the meeting minutes of September 9, 2015.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Chris Swope and SUPPORTED by Kam Washburn to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

New Lease: 2316 S. Cedar, Lansing

John Peiffer presented a proposal to lease 3,000 square feet of property located at 2316 South Cedar Street, Lansing from Ingham County. The proposed lease space is part of the old Health Central Building purchased by Ingham County for the purpose of expanding Health and Human Services to local area residents. The proposed portion of 3,000 square feet will be used by the CMHA-CEI Adult Mental Health Clinic to provide outpatient therapy. The property also includes 22 parking spaces for staff and consumer usage. Discussion ensued regarding collaboration with Ingham County.

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 lease 3,000 square feet of the property located at 2316 South Cedar Street, Ingham County, Lansing, Michigan 48910 from the County of Ingham, P.O. Box 319, Mason, Michigan 48854, to be used by CMHA-CEI for the period of December 1, 2015 through November 30, 2022 and pay as follows:

CMHA-CEI shall pay to the Lessor (Ingham County) for the premises during the following five year lease period:

Years	Monthly Rate of:	Annual Rate of:
1	\$3,750.00	\$45,000
2	\$3,825.00	\$45,900
3	\$3901.50	\$46,830
4	\$3,980.00	\$47,760
5	\$4,060.00	\$48,720

With a renewal option for two additional years at:

6	\$4,140.00	\$49,680
7	\$4,222.50	\$50,670

MOTION CARRIED unanimously.

EXPENSE CONTRACT RENEWALS

Karmen Katzinger presented Residential Type A and Hospital contract renewals.

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 the following expense contract renewals based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Expense Contract Renewals: Residential Type A Contracts – Anna Masambaji, Beacon Specialized Living Services , Brenda Jackson, Fidelia Okwereogu, Homelife Inc., Patrice Weber, Patti Holland, Stella Agonar, Tim Pickott, Tracie Hernandez, Clara Hollist, Kambly Living Center, Karen VanAndel, Moore Non-Profit Housing Corp, Phyllis Williams, Shawntina Anderson, Sherry Dexter, Teresa Spears, Theresa Biron, Tina Schrupp

Expense contract renewals with Anna Masambaji, Beacon Specialized Living Services, Brenda Jackson, Fidelia Okwereogu, Homelife Inc., Patrice Weber, Patti Holland, Stella Agonar, Tim Pickott, Tracie Hernandez, Clara Hollist, Kambly Living Center, Karen VanAndel , Moore Non-Profit Housing Corp, Phyllis Williams, Shawntina Anderson, Sherry Dexter, Teresa Spears, Theresa Biron, and Tina Schrupp 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, 2016 through December 31, 2018.

Expense Contract Renewals: Hospital Agreements – Pine Rest Christian Mental Health/St. Mary’s (Grand Rapids, MI), Forest View Hospital (Grand Rapids, MI), and Havenwyck Hospital (Auburn Hills, MI)

Expense contract renewals with Havenwyck, Pine Rest/St. Mary’s Hospital, and Forest View Hospital to purchase hospital services at the rates indicated below for the respective agreements for October 1, 2015 through September 30, 2016.

Havenwyck - rates all-inclusive

Inpatient - adolescents/older adults: \$695.00 per diem (8.63% increase)
Inpatient - adults: \$695.00 per diem (8.63% increase)

Pine Rest/St. Mary’s - rates all-inclusive

Inpatient - adolescents/older adults: \$981.50 per diem (3.8% increase)
Inpatient - adults: \$946.00 per diem (3.78% increase)
ECT: \$641.50 - \$853.50 (3.97% increase)

Forest View - rates all-inclusive

Inpatient - adults:	\$815 per diem (4.09% increase)
Inpatient - children:	\$850 per diem (2.41% increase)
Partial hospitalization - adults and children:	\$355 per diem (2.90% increase)

MOTION CARRIED unanimously.

EXPENSE CONTRACT RENEWALS

Mary Clissold presented expense contract renewals for Community Living Supports and Respite Services. The Finance Committee requested a report regarding Supported Employment services for the contract renewal with the Michigan Department of Health and Human Services – Michigan Rehabilitation Services and Peckham, Inc.

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 the following expense contract renewals based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Expense Contract Renewals: Community Living Supports and Respite Services – Alternative Choices, Inc., His Hand Home Health Care, Life Therapeutic Solutions, Inc., CareMinders Homecare (LL10, Inc.), Moore Living Connections, Optimal Medical Staffing, Right at Home – Brighton, Right at Home – Lansing, Trusting Heart Home Health Services, Kate Lalonde, Mary J. Foster, Michigan State University (MSU Community Music School)

Expense contract renewals to purchase Community Living Supports (CLS) and Respite Services for the period of January 1, 2016 through December 31, 2018 with the following agencies at the rates listed below.

Agency Name	Address	Service
Alternative Choices, Inc	6001 N. Adams Rd., Ste. 165 Bloomfield Hills, MI 48304 269-966-1446	Children’s Waiver /Hab. Waiver /B3 (CLS*/Respite)
His Hand Home Health Care	5329 Thames Dr. Haslett, MI 48840 517-256-3177	Children’s Waiver /Hab. Waiver /B3 (CLS*/Respite)
Life Therapeutic Solutions, Inc.	P.O.Box 90002 Wyoming, MI 49509 810-434-3339	Children’s Waivers /Hab. Waiver /B3 (CLS*/Respite)

CareMinders Homecare LL10, Inc.	930 E. Mt. Hope Lansing, MI 48910 517-908-3200	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)
Moore Living Connections	401 W. Jolly Road Lansing, MI 48910 517-393-2103	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)
Optimal Medical Staffing	15945 Wood Road Lansing, MI 48906 517-394-1234	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)
Right at Home - Brighton	5865 Whitmore Lake Rd., Ste. D Brighton, MI 48116 810-225-4724	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)
Right at Home - Lansing	1035 Charlevoix Dr. Grand Ledge, MI 48837 517-999-7132	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)
Trusting Heart Home Health Services	4601 West Saginaw, Ste. L2 Lansing, MI 48917 517-323-4722	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)
Kate Lalonde	803 W. Cedar Street Kalamazoo, MI 49007 616-405-7786	Family Training, Non- Family Training, Insight Oriented Therapy
Mary J. Foster	1305 Hitching Post Road East Lansing, MI 48823 517-337-3059	Family Training, Non- Family Training, Insight Oriented Therapy
Michigan State University MSU Community Music School	4930 S. Hagadorn East Lansing, MI 48823 517-355-7661	Specialty Services, Music Therapy Children's Waiver

*Community Living Support (CLS)

Name of Service	Code	Unit Rate	Hourly Rate
CLS -Adult	H2015	\$3.61	\$14.44*
CLS -Adult -Holiday	H2015	\$5.40	\$21.60*
CLS- Adult High Need	H2015	\$4.11	\$16.44*
CLS- Adult High Need-Holiday	H2015	\$6.17	\$24.68*
CLS -Children/ Children's Waiver	H2015	\$4.11	\$16.44
CLS- Children's Waiver - Holiday	H2015	\$6.17	\$24.68
Nursing LPN	T1000 (TE)	\$6.86	\$27.44
Nursing LPN -Holiday	T1000 (TE)	\$10.29	\$41.16
Nursing LPN- Respite	T1005 (TE)	\$6.86	\$27.44
Nursing LPN- Respite Holiday	T1005 (TE)	\$10.29	\$41.16
Nursing RN	T1000 (TD)	\$8.07	\$32.28
Nursing RN-Holiday	T1000 (TD)	\$12.11	\$48.44
Nursing RN-Respite	T1005(TD)	\$8.07	\$32.28
Nursing RN-Respite Holiday	T1005(TD)	\$12.11	\$48.44

Respite -Children's Waiver	T1005	\$4.11	\$16.44
Respite -Children's Waiver Sleeper	T1005	\$2.51	\$10.04
Family Training	S5111	\$64.55	Per Session
Insight Oriented Therapy	90834	\$65.00	Per session (38-52 min.)
Music Therapy-Children's Waiver Only	G1076	\$67.76	Per Session
Non Family Training	S5116	\$63.24	Per Session

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

Expense Contract Renewal: Michigan Department of Health and Human Services – Michigan Rehabilitation Services and Peckham, Inc. (DD)

Expense contract renewals with the Michigan Department of Health and Human Services– Michigan Rehabilitation Services (MRS) and Peckham, Inc. to purchase vocational placement assistance for adults with developmental disabilities for the period of October 1, 2015 through September 30, 2016 and pay \$72,823 to MRS for cash match purposes and receive full reimbursement from Peckham, Inc. for the amount by September 30, 2016.

MOTION CARRIED unanimously.

Expense Contract Renewal: Michigan Department of Health and Human Services – Michigan Rehabilitation Services and Peckham, Inc. (MI)

Chris McDaniel presented an expense contract renewal to provide Supported Employment services for chronically mentally ill adults.

Raul Gonzales entered the meeting at 5:37 p.m.

ACTION:

MOVED by Chris Swope 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, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into contract renewals with the Michigan Department of Health and Human Services –Michigan Rehabilitation Services (MRS) and Peckham, Inc. to provide supportive employment for chronically mentally ill adults for the period of October 1, 2015 through September 30, 2016 and pay \$61,811 to MRS for cash match purposes and receive full reimbursement from Peckham, Inc. for the amount by September 30, 2016.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Eaton County

Ericanne Spence presented a revenue contract renewal to provide emergency psychiatric screening services to the Eaton County Jail. Services are offered 20 hours per week and include brief screenings, follow up, and consultation services.

ACTION:

MOVED by Kay Randolph-Back 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 a contract renewal with Eaton County to provide emergency psychiatric screening services for the Eaton County Jail for the period of October 1, 2015 through September 30, 2016 and receive \$53,212 for those services / goods.

Because this contract has not yet been finalized, this fact sheet contains estimated dollar amounts. If the final contract varies by 5% or \$10,000, an amended fact sheet will appear on a future Finance Committee agenda.

MOTION CARRIED unanimously.

REVENUE AND EXPENSE CONTRACT RENEWALS

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 the following revenue and expense contract renewals based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Expense Contract Renewal: Board of Trustees of Western Michigan University - Children's Trauma Assessment Center (CTAC)

Expense contract renewal with Western Michigan University's Children's Trauma Assessment Center to purchase training in the development of a trauma informed children's mental health system to Community Mental Health Services Programs and pay \$57,355 for those services for the period October 1, 2015 through September 30, 2016.

Revenue Contract Renewal (Revised Contract Amount): Lansing School District-PEACE (Promoting Peace by Expanding Awareness of Culture and Equity) Grant

Revenue contract renewal with the Lansing School District to provide prevention and intervention services for the period of October 1, 2015 through September 30, 2016 and receive \$52,733 for those services.

Expense Contract Renewal: Jennifer Wilgocki

Expense contract renewal with Jennifer Wilgocki to purchase training and coaching services for Community Mental Health Services Programs and pay \$52,063 for the period October 1, 2015 through September 30, 2016.

Expense Contract Renewal: Kayla Haviland

Expense contract renewal with Kayla Haviland to purchase Occupational Therapy Services, including assessment and sensory integrative techniques, for the period of October 1, 2015 through September 30, 2017 and pay a maximum of: \$75.00 per session (\$150.00 per year per consumer) for OT Assessment; \$75.00 per session (\$150.00 per year per consumer) for OT Re-Assessment; \$75.00 per session (\$300.00 per month per consumer) for OT-Sensory Integrative Techniques, and \$30 per hour for program-related consultation as required for the development and operation of the Children's Trauma Clinic.

Expense Contract Renewal: Kelly Wilson, LMSW

Expense contract renewal with Kelly Wilson to purchase training and coaching services for Community Mental Health Services Programs pay \$39,450 for the period October 1, 2015 through September 30, 2016.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Mid-State Health Network – Medicaid Eligibility Receipt, Dissemination and Reporting Contract

Stacia Chick presented a revenue contract renewal to provide Medicaid Eligibility Receipt, Dissemination and Reporting Services to Mid-State Health Network (MSHN), the Prepaid Inpatient Health Plan (PIHP) for our 21 county region. The contract renewal amount has reduced because CMHA-CEI is no longer providing analysis.

ACTION:

MOVED by Kam Washburn 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 a contract renewal with Mid-State Health Network to

provide Medicaid Eligibility Receipt, Dissemination and Reporting Services for the period of October 1, 2015 through September 30, 2016 and receive \$43,616 for those services / goods.

MOTION CARRIED unanimously.

Required Financial Reporting to Mid-State Health Network, Michigan Department of Health and Human Services, State of Michigan, and Federal Government

Stacia Chick presented a listing of current required financial reporting that was previously requested by the Finance Committee. If CMHA-CEI staff anticipate that the provided reporting deadlines will not be met it will be communicated to the Finance Committee.

For information only.

FY 2014 Audit Update

Stacia Chick presented an update for the FY 2014 audit. The FY 2014 Financial and Compliance audits are still underway. Mid-State Health Network, Michigan Department of Health and Human Services, Department of Treasury, and JP Morgan Chase Bank have all been informed that CMHA-CEI does not expect the audits to be complete until December, 2015. CMHA-CEI has not received negative feedback from any of the previously named parties regarding the most recent communication of the delay. Management is working with the audit firm BDO USA, LLP to do subsequent testing concurrently with FY 2015 testing. The FY 2015 audit will be finished by March 31, 2016.

For information only.

Expense Contract Renewal: BDO USA, LLP – Fiscal Year 2015 Financial and Compliance Audits

Stacia Chick presented an expense contract renewal for an independent audit firm to perform a compliance examination of CMHA-CEI's year-end Financial Status Report for the revised amount of \$53,000. Management is recommending the renewal of CMHA-CEI's contract with BDO USA, LLP to perform the financial and compliance audits for Fiscal Year 2015. With the movement of the Sub-Regional Entity (SRE) to Mid-State Health Network (effective October 1, 2015) and with the delayed FY 2014 audits, management believes it would be best to continue with the current firm and delay the contract with Plante & Moran by a year to audit FY 2016-2018. Discussion

ensued regarding how the contract with BDO USA, LLP compares with the contract with Plante & Moran.

ACTION:

MOVED by Kam Washburn 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 a contract renewal with BDO USA, LLP to provide CMHA-CEI compliance examination and financial audit services for the period of Fiscal Year 2015 and pay \$53,000.

MOTION CARRIED unanimously.

Raul Gonzales mentioned the recent article in the Lansing State Journal covering the reduction in state funding.

New Business:

None.

Old Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 5:56 p.m. The next regularly scheduled Finance Committee meeting is November 10, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen
Finance Secretary