



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

BUILDING AND SITES

AD HOC COMMITTEE

Meeting Minutes

Wednesday, April 20, 2016, 12:00 p.m.
812 E. Jolly Road, Conference Room G11-A
Lansing, MI 48910

Committee Members Present:

Kam Washburn, Joseph Brehler, Kay Pray, Carol Koenig

Excused:

Maxine Thome

Staff Present:

Stacia Chick, Aleshia Echols, John Peiffer, Sara Lurie, Cliff Dodson

Public Present:

Alan Goschka
Andrew Pray

Call to Order:

The meeting was called to order by Chairperson Carol Koenig at 12:13 p.m.

Previous Meeting Minutes:

MOVED by Kam Washburn and SUPPORTED by Joe Brehler to approve the meeting minutes of March 10, 2016 with one correction on page 7 from 2% to 5%.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kam Washburn and SUPPORTED by Kay Pray to adopt the agenda, adding Building and Sites Ad Hoc Committee Appointments for 2016 – 2017.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Informational Update (handouts distributed, refer to pages 6 - 22)

Alan Goschka presented the Building Addition bid information submitted by Clark Construction, CSM Group and Granger Construction and informed the Committee that there were 3 additional contractor bidders who withdrew once Bergmann and CMHA-CEI service requirements were provided. Discussion ensued regarding value engineering items (list of potential areas of savings) proposed by each bidder, similar projects from bidders, customers to use as references, bid methodology evaluation results and recommendations, update on demolition of houses at 830/836 Jolly Road (bids at approximately \$20,000), on time completion record, EMR safety rating, and the recommendations to increase the size of the generator due to adding square footage, data closets and capacity for growth.

Alan Goschka shared that during the post bid interviews the contractors expressed an interest to move as quickly as possible to maintain the June start date. It was during those meetings that John Peiffer and Alan Goschka informed the contractors of two items that will likely delay start date of the project which includes the City Sanitary Sewer Line, and the Ingham County Building Authority Bond Requirements (refer to page 6 - 8)

John Peiffer reported that the first meeting for the City Sanitary Sewer Line is scheduled May 2 and requires 4 meetings in total which would run through June, 2016. With regards to the Ingham County Building Authority, there was a meeting held on April 13. During that meeting, 7 action items were identified which would be required in order to complete the Bond Application Process. This process is estimated to take between 45 – 60 days to finalize. That being said, the contractors offered an arrangement which would allow them to move on steel and concrete work to get out in front of this enough not to get in to Winter conditions and delay the project. This arrangement can be discussed further with finance should this be an option that CMHA-CEI is interested in pursuing. Discussion ensued regarding a recommendation to the Board of Directors for Thursday, April 21 Board of Directors meeting. John Peiffer move forward with completing the reference check process early next week, which includes completion of a questionnaire which is structured to identify any areas of concern.

Finance Update

Stacia Chick distributed copies of the 812 E. Jolly Road Building Expansion Analysis, dated 4/20/16, which reflected an amortization schedule estimate at 3.5% for a 20 year bond. Discussion ensued. In addition, Ms. Chick shared with the Building and Sites Ad Hoc Committee that the Ingham County Building Authority provided her with a bond advisor contact that they have worked with for a number of years, which she has been in touch with to discuss the bond writing process. The bond advisor is also available to help with managing any matters of concern such as overlapping bonds, etc.

Ms. Chick expressed concern of public perception with financing of the 812 E. Jolly Road Expansion project in light of the reduction in General Funds. The Building and Sites Ad Hoc Committee agreed that this is a challenging and difficult time to do this. However, funding would come from two different funding sources and for this organization to be a viable independent organization as it is today, we need to take these steps and have the capacity to expand. Our message is that we are doing this to structure ourselves for potential future growth and put ourselves in position to provide effective, efficient quality care at the best possible cost. Keeping in mind, the physical expansion would allow us the ability to house more staff in the main facility versus leasing space and the pending CCBHC Application and PIHP proposal. Sara Lurie reported that the submission deadline for CCBHC is May 5, 2016.

The CCBHC demonstration project is a 2 year project that would go into effect January, 2017. Once the CCBHC is submitted CMHA-CEI will be notified sometime in May, if accepted by the state. If accepted, a site visit will be scheduled. In August, the state will identify sites for inclusion in the CCBHC demonstration project grant.

BUSINESS ITEM:

812 East Jolly Road Building Expansion Project

ACTION:

MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Building and Sites Ad Hoc Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) approve CMHA-CEI, 812 East Jolly Road Building Expansion/Renovation Project, not to exceed \$10 million dollars.

MOTION CARRIED unanimously.

Ingham County Building Authority Bond Application

ACTION:

MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Building and Sites Ad Hoc 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 bond arrangement with Ingham County Building Authority, not to exceed \$10 million dollars.

MOTION CARRIED unanimously.

Evaluation of Bids & Selection Process

ACTION:

MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Building and Sites Ad Hoc 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 award the bid proposal dated April 14, 2016 to Granger Construction, as contractor for the 812 E. Jolly Road Building Expansion/Renovation Project.

MOTION CARRIED unanimously.

Building Expansion Communication Plan (handout)

Sara Lurie expressed to the Building and Sites Ad Hoc Committee that due to the fact that CMHA-CEI does not have a marketing or communications department, in the past they have contracted with GUD Marketing for professional consulting in this area and with the sensitive and complicated subject of funding for the 812 East Jolly Road Building Expansion Project in light of the General Fund deficit she requested a quote for services to develop a marketing communication plan (i.e. Press Release, Talking Points, FAQs.) The quote received is \$5,000 (Sara Lurie distributed a copy of the GUD Marketing quote, refer to page 23.)

Carol Koenig expressed that she did not see a need to contract with GUD Marketing for these services, and solicited input from other members of the Building and Sites Ad Hoc Committee. Discussion ensued. The Building and Site Ad Hoc Committee

members agreed that CMHA-CEI staff would be assembling information to provide to GUD Marketing and was not interested in pursuing a contract for marketing or communication services at this time.

Information Only.

Old Business:

None.

New Business:

Discussion ensued regarding the committee selection process. It was determined that Building and Sites Ad Hoc Committee is not mandated by the by-laws and appointments are made by the Chairperson. Appointments for 2016 – 17 include the following:

Carol Koenig, Chair

Kay Pray

Dianne Holman

Joe Brehler

Kam Washburn

Public Comment:

None.

Adjournment:

The meeting was adjourned at 2:08 p.m. The next Building and Site Committee Meeting scheduled for April 27 has been cancelled.

Minutes Submitted by:

Aleshia Echols

Executive Administrative Assistant