



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, July 12 2017, 5:30 p.m.

812 E. Jolly Road, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

Joe Brehler, Kam Washburn, Raul Gonzales, Kay Randolph-Back

Committee Members Absent:

Carol Koenig, Chris Swope

Staff Present:

Stacia Chick, Darby Vermeulen, Sara Lurie, Shana Badgley, Joanne Holland, KC Brown, John Peiffer, Gwenda Summers, Joyce Tunnard, Sharon Blizzard

Other Board Members Present:

Kay Pray

Public Present:

None.

Call to Order:

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

Previous Meeting Minutes:

MOVED by Kay Randolph-Back and SUPPORTED by Kam Washburn to approve the revised meeting minutes of June 14, 2017, revising to reflect that Kay Pray had notified the committee that she would not be attending the meeting, and to reflect that Kam Washburn voted "Yes" to entering into closed session during the roll call vote.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kam Washburn and **SUPPORTED** by Kay Randolph-Back to adopt the revised agenda to add the Agenda Items #F-12, #F-13, and #F-14. Also revised to reflect KC Brown presenting in Ericanne Spence's absence.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Purchase of Oxford Mason Group Home Property: 3375 Harper Road, Mason

John Peiffer presented the proposal to purchase a group home that has been leased by CEI for a number of years. This made more fiscal sense for CEI than continuing to lease as the home will be needed by CEI for the foreseeable future. Stacia Chick advised revising the proposal to say "up to \$225,000" so that there would be leeway in purchase price, with which committee members agreed. Discussion ensued about local fund balance and how it would be impacted by the purchase of this home.

Kay Pray joined the meeting at 5:40 p.m.

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 enter into a purchasing contract in order for Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) to purchase the property at 3375 Harper Road, Mason, in Alaiedon Township, Ingham County from Victor and Carolin Whipple with an address of 3333 Moores River Drive, Apt. 501, Lansing, Michigan, 48911 for up to \$225,000.00.

MOTION CARRIED unanimously.

Revenue Contract Renewal: City of Lansing

KC Brown presented a revenue contract renewal with the City of Lansing. Kay Randolph-Back inquired as to the methodology concerning the efficacy and the

outcomes of the program, and how to measure the success of the program. Discussion ensued as to the ambiguity of the contract language. KC Brown said there was a quarterly report that could be referred to, if necessary. KC also informed the group that The Recovery Center tracks individuals and follows up with them on their progress.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Kay Pray that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract renewal with The City of Lansing, Human Relations and Community Services Department for the period of July 1, 2017 through June 30, 2018 and receive for those services \$10,000 (Ten thousand dollars).

MOTION CARRIED unanimously.

Contract Renewals

Shana Badgley presented five contract renewals. Discussion ensued as to the difference in pay for contract psychiatrists within CEI and the MSU psychiatrists.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Expense Contract Renewal: MSU Department of Psychiatry

Renewal of contract with MSU Department of Psychiatry to purchase services for the period of October 1, 2017 to September 30, 2018 and pay \$29,744.00 for those services.

Revenue Contract Renewal: City of Lansing

Renewal of contract with the City of Lansing for the period of October 1, 2017 through July 1, 2018 and receive \$55,000 to help cover General Fund costs of Bridges Crisis Unit.

Expense Contract Renewal: Michigan Department of Community Health – CMHA-CEI and Michigan Rehab Services (MRS)

Renewal of contract with Michigan Rehab Services to provide supportive employment through this Interagency Cash Transfer Agreement for the period of October 1, 2017 through September 30, 2018 and spend \$37,811.

Expense Contract Renewal – Nathaniel Asche 16960 Black Walnut Lane, East Lansing, MI 48823

Renewal of contract with Nathaniel Asche and purchase Occupational Therapy Assessments for the period of October 1, 2017 to September 30, 2017 and pay \$280 (per assessment) and \$45/hour (OT meeting with community) for those services.

Revenue Contract Renewal: Greater Lansing Housing Coalition (GLHC) – Walnut Street Apartments, 517 N. Walnut, Lansing, MI 48933

Renewal of contract the GLHC to provide supportive mental health/peer support services for residents of the Walnut Street Apartments for the period of July 1, 2017 to June 30, 2018 and receive up to a total amount of \$30,000.00 for those services.

MOTION CARRIED unanimously.

Expense Contract Amendment: BCA – Stonecrest Center, 5000 Gratiot Ave., Detroit, MI 48205

Shana Badgley presented an expense contract with Stoncrest Center. The contract was amended because of a particularly difficult case with one consumer who needed treatment and was unable to receive it elsewhere. Stonecrest was using all of its funds for currently housed individuals, and agreed to take on this case with additional funding provided by CEI.

BCA – Stonecrest Center: Amendment (6/27/2017 – 9/30/2017) - rates all-inclusive

Additional option for acute cases, with supervisor on call approval:

CPT Code: H2016 - 1-1 staffing first 48 hours: \$14.00/hr.; pending Supervisor/Director approval; not to exceed \$672.00 per encounter.

ACTION:

MOVED by Kay Pray and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to amend the current contract with BCA – Stonecrest Center to pay for additional 1-1 staffing and hospital services at the rates and dates indicated above.

MOTION CARRIED unanimously.

Revenue Contract: Sale of Jenison Road Home

John Peiffer presented the contract to sell the Jenison Road home as it is no longer a good fit for consumers and is not currently in use by CEI.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to:

Complete the sale of the home and property at 738 N Jenison, Lansing Michigan 48910; with a legal description as: *Lot (11) in block (1) of Dayton's Addition to said City of Lansing, in Ingham County.* With Tax Parcel No: 33-01-01-08-456-041,

To: Tanja Simmons, CEO of National Network Organization for Veterans Inc. for the amount of: Ninety Four Thousand Nine Hundred and 00/100 Dollars, (\$94,900.00).

Additionally, CMHA CEI staff are asking that the CMHA CEI Board of Directors authorize Chief Executive Officer, Sara Lurie, to execute all related documents to complete the sale of the subject property.

MOTION CARRIED unanimously.

New Expense Contract: Lease of 3500 S. Cedar for AMHS ACT Program

John Peiffer presented an expense contract that impacts the ACT Program. Charter House is going for a national certification, and two service providers will not be able to remain in the same establishment for the certification. This needs to be acted on immediately, and the ACT Program will remain in the South Cedar building for approximately 2 years until the Jolly Road building expansion is complete and the program moves to 1305 Jolly Road.

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Kay Randolph-Back that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into this new lease for the property at:

3500 S. Cedar Street, Suite 116, Ingham County, Lansing Michigan 48910 from; DTN Management, Everett Plaza Associates, 2502 Lake Lansing Road., Suite C, Lansing Michigan 48912 for the period of five additional years beginning November 1, 2017 and ending October 31, 2022, and pay as follows:

CEI CMHA Total Annual Rent of: Forty Eight Thousand Six Hundred Nine and 00/100 Dollars (\$48,609.00) paid in consecutive monthly installments of Four Thousand, Fifty and 75/100 Dollars (\$4,050.75).

MOTION CARRIED unanimously.

MDHHS/CMHSP Contract Amendment #1

Sara Lurie presented the first amendment for the MDHHS/CMHSP. Discussion and inquiries followed regarding guidelines for COFR situations, which Stacia was able to clarify for the group.

ACTION:

MOVED by Kam Washburn 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, Ingham Counties authorize CMHA-CEI to formally accept the contract amendment #1 with the Michigan Department of Health and Human Services for the period of October 1, 2016 through September 30, 2017.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:20 p.m. The next regularly scheduled Finance Committee meeting is August 9, 2017, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Darby Vermeulen
Finance Secretary