



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, October 11 2017, 5:30 p.m.

812 E. Jolly Road, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

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

Committee Members Absent:

Chris Swope (Notified staff of absence), Carol Koenig

Staff Present:

Stacia Chick, Darby Vermeulen, Joanne Holland, Karla Block, Ericanne Spence, Sara Lurie, Shana Badgley, John Peiffer, Joyce Tunnard

Public Present:

None.

Other Board Members Present:

Kay Pray

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:33 p.m.

Previous Meeting Minutes:

MOVED by Kay Randolph-Back and SUPPORTED by Kam Washburn to approve the meeting minutes of September 13, 2017 with the revision of changing the word "enchanted" to "enhanced" on page 7.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kam Washburn and **SUPPORTED** by Raul Gonzales to adopt the advised agenda to reflect Shana Badgley presenting for Al Platt, and to add the audit update under Old Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Equipment Copier Lease / Expense Contract

John Peiffer presented. **Joe Brehler** asked about the buyout option at the end of the lease, and **John** stated CMHA has used this option previously.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Kam Washburn 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 an expense lease contract under the State of Michigan MI-Deals Program with RICOH USA, INC. 26800 Meadowbrook Road, Suite 101 Novi, MI 48377 and pay \$12,500 per month for 60 months or \$150,000 annually for new copy machines.

MOTION CARRIED unanimously.

New Expense Contract: CMHA-CEI Print Shop Services

John Peiffer presented a three-year contract with Lawson Printers.

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 a three-year contract with Lawson Printers, 685 West Columbia Avenue, Battle Creek,

Michigan, 49015. The purpose of this contract will be to lock in printing costs for three years, reduce the current number of print vendors from five down to one, centralize printing needs for the agency and provide an annual savings with reduced contract pricing. The expected annual amount of this contract will cost between \$35,000 and \$40,000 per year.

MOTION CARRIED unanimously.

Sale of CMHA-CEI Asset: 738 N Jenison, Lansing Michigan 48910

John Peiffer presented the sale of the Jenison home, with a different buyer, as the previous potential buyer was unable to receive financing. Kay Randolph-Back asked if CMHA-CEI has any other relation with the home for veterans, and Sara Lurie relayed that our previous Veterans Navigator was working with group, and the new Veterans Peer Support Specialist will do the same.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Kam Washburn 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 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: Benjamin Brown who resides at 2532 Kevern Way, Okemos Michigan 48864, in Ingham County, and is a Member of the National Network Organization for Veterans Inc. residing at 1832 Briarwood Dr., Lansing, MI 48917 for the amount of: Ninety-Five Thousand and 00/100 Dollars, (\$95,000.00)

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 this property.

MOTION CARRIED unanimously.

Revenue Contract Amended Funding: Michigan Department of Corrections

Ericanne Spence presented a contract for residential services for parolees. The contract has been increased by \$40,000. Ericanne anticipates that the contract will be extended again after 12/31/17. Kay Randolph-Back asked about the rate of referral for this program. Discussion ensued as to why there are not more enrolled into this program if the resources are available, and Ericanne relayed that this has been the trend for many years. The group went on to discuss MDOC's uses of funding.

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 approve the Michigan Department of Corrections contract amendment with the House of Commons in the amount of \$40,000. This amended amount brings the authorized spending limit since 2010 of \$2,645,568 to \$2,685,568. This amount is for the period of 10/1/16 through 12/31/17.

MOTION CARRIED unanimously.

Revenue Contract Amended Funding: Michigan Department of Corrections – Office of Community Corrections

Ericanne Spence presented an amendment to an existing contract with MDOC.

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 approve the Michigan Department of Corrections - Office of Community Corrections contract amendment with the House of Commons; which will increase the current contracted amount by \$250,000 for the period of 10/1/17 – 9/30/18, bringing the total amount of the contract to \$775,000.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Mid-State Health

Ericanne Spence presented a renewal with MSHN. The dates of the contract were clarified. Sara reported that MSHN asked to reduce our budget from 30-50%, and that CMHA-CEI is still negotiating with MSHN. Ericanne noted that she doesn't have FY18

rates from the House of Commons or ACT program; they have been requested. Discussion ensued as to how funds are being handled by MSHN.

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 a contract renewal with Mid-State Health Network to provide Substance Use Disorder treatment the period of October 1, 2017 through September 30, 2018. The amount of the contract is \$444,002 for Cost Reimbursed programs: The Recovery Center, Clinton County Counseling Center and Intensive Case Management. Fee for Service programs are not capitated.

Joe Brehler left the meeting at 6:24 pm.

Joe Brehler joined the meeting at 6:28 pm.

MOTION CARRIED unanimously.

Contract Renewals

Shana Badgley presented two revenue contract renewals.

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:

Revenue Contract Renewal: 55th District Court

Shana Badgley presented a renewal with the 55th District Court. Raul asked if the peer support specialist was licensed, and Shana reported they are licensed. She also stated these are CMHA-CEI employees.

Revenue Contract Renewal: 30th Circuit Court

Shana Badgley presented a contract renewal with the 30th Circuit Court. Shana noted they added a .5 FTE peer support specialist.

MOTION CARRIED unanimously.

Old Business:

Kay Pray asked about an Eaton County contract discussed in a previous committee meeting that was voted on by the board, and asked if rescission would apply to this money. Sara Lurie explained that the since the money was not spent here because CMHA-CEI could not find somebody to employ at the jail, the money must be given back to Eaton County.

Raul Gonzales left the meeting at 6:33 pm.

Stacia Chick presented an audit update. She stated CMHA has been working with the auditors since mid-September to wrap up the audit. The auditors previously stated they had everything they needed to complete the audit by October 30. Plante Moran reported that the compliance audit will not be released before the financial audit and single audit, and therefore will not be completed until November 30. Stacia and Sara will be meeting with MSHN to share this news. Discussion ensued as to what will happen in the future to avoid this kind of situation again. Sara reported that the financial statements will be put into a program, and presented quarterly to the committee for review. Stacia said she did not know any penalty on a late submission at this point in time.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:50 p.m. The next regularly scheduled Finance Committee meeting is November 8, 2017, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

**Darby Vermeulen
Finance Secretary**

Finance Committee Meeting
October 11, 2017

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL