



Finance Committee Members:

Joe Brehler, Chairperson

Raul Gonzales

Dianne Holman

Kay Randolph-Back

Emily Stivers

Dwight Washington

FINANCE COMMITTEE

AGENDA

Wednesday, December 9th, 2020

5:30 p.m.

Zoom Meeting: <https://zoom.us/j/97078324156> Meeting ID: 970 7832 4156

877-853-5257 US Toll-free

Revised Agenda

***Action Items**

- 1. Call to Order**
- 2. Previous Meeting Minutes – November 4th, 2020**
- 3. Adoption of Agenda**
- 4. Public Comment on Agenda Items**

BUSINESS ITEMS:

- *5. Expense Contract Renewal: Nathaniel Asche – Shana Badgley**
- *6. Expense Contract Renewal: The Accident Fund Insurance Company (Workers' Compensation Renewal) – Sharon Blizzard**
- *7. Expense Contract Change Request 003: Metaformers, Inc. – Stacia Chick**
- 8. Unfinished Business**
- 9. New Business**
- 10. Public Comment**
- 11. Adjournment**

If you need accommodations in order to fully participate in this meeting, please call 517-346-8238. If, however, you are deaf/hard of hearing or deaf/blind, please call Michigan Relay Center, TTY/Voice by dialing 711 or 844-578-6563 and ask them to forward your message to the above number. Requests must be made no later than 48 hours prior to the meeting. This meeting is open to all members of the public under Michigan's Open Meetings Act.



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, November 4th, 2020

5:30 p.m.

Zoom Meeting

Committee Members Present:

Joe Brehler, Emily Stivers, Dwight Washington, Raul Gonzales

Committee Members Absent:

Dianne Holman, Kay Randolph-Back

Staff Present:

Darby Vermeulen, Stacia Chick, Sara Lurie, Shana Badgley, KC Brown, Joanne Holland, Sharon Blizzard

Public Present:

None

Other Board Members Present:

Paul Palmer

Call to Order:

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

Previous Meeting Minutes:

MOVED by Dwight Washington and SUPPORTED by Emily Stivers to approve the meeting minutes of October 14th, 2020.

MOTION PASSED with 4 votes in favor.

Members Present: Joe Brehler, Dwight Washington, Raul Gonzales, and Emily Stivers

Dianne Holman and Kay Randolph-Back Excused.

Adoption of Agenda:

MOVED by Emily Stivers and **SUPPORTED** by Dwight Washington to adopt the agenda of November 4th, 2020.

MOTION PASSED with 4 votes in favor.

Members Present: Joe Brehler, Dwight Washington, Raul Gonzales, and Emily Stivers

Dianne Holman and Kay Randolph-Back Excused.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

New Expense Contract: Blue Cross Blue Shield of Michigan 2021 Plan Year

Stacia Chick presented a new contract with BCBS for healthcare benefits for employees. CEI has been working with Arthur J. Gallagher, who put out bids for a new healthcare provider. The Healthcare Committee of CEI then voted to move forward with BCBS. We will be switching from PHP to BCBS for the 2021 calendar year.

Stacia said there are some minor differences in the BCBS contract from the last contract with PHP, but BCBS has a broader network than PHP. Raul asked about mental health service coverage with BCBS, and Stacia said BCBS covers the same mental health services that PHP covered for CEI employees. She noted that the Healthcare Committee reviews healthcare benefits annually to keep the costs as affordable as possible for employees.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Emily Stivers 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 contract with Blue Cross Blue Shield of Michigan to purchase employee healthcare benefits from Blue Cross Blue Shield of Michigan for the period of January 1, 2021 to December 31, 2021.

MOTION PASSED with 4 votes in favor.

Members Present: Joe Brehler, Dwight Washington, Raul Gonzales, and Emily Stivers

Dianne Holman and Kay Randolph-Back Excused

Medicaid Revenue Update

Stacia Chick presented the final Medicaid Revenue report for 2020.

- Medicaid – Over budget by \$1.56M
- Healthy MI – Over budget by \$371k
- Hab. Supports Waiver – Over budget by \$914k
- Serious Emotional Disturbances Waiver – Over budget by \$71k
- Children’s Waiver – Over budget by \$26k
- DHIP – Over budget by \$47k
- Autism- Over budget by \$221k

CEI ended the year over budget in total revenue by \$3.2M. Joe asked “How much of this will we have to give back?” Stacia said she will know preliminary numbers in the next few weeks, and will know final numbers in February of next year.

Unfinished Business:

None

New Business:

None

Public Comment:

None

Adjournment:

The meeting was adjourned at 5:45 p.m. The next regularly scheduled Finance Committee meeting is December 9th, 2020 at 5:30 p.m., via Zoom.

Minutes Submitted by:

Darby Vermeulen
Finance Administrative Assistant



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Agenda Item: Finance Committee
Agenda Item #F-5

Month, Year: December, 2020

Major Program: Adult Mental Health Services

Component Program: OBRA

Agenda Item Title: Expense Contract Renewal: Nathaniel Asche

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase Occupational Therapy Assessments for Pre-Admission Screens and Annual Reviews for current and potential Nursing Home residents from Nathaniel Asche and agree to pay \$280 per OT Assessment (all inclusive) and \$50.00/hour for OT meeting with community for the retroactive period of October 1, 2020 to September 30, 2021.

The revenue and expense of this contract are reflected in CMHA-CEI’s FY 2021 budget. The revenue source that supports this contract is the Michigan Department of Health and Human Services (MDHHS) Comprehensive Services for Behavioral Health – Pre-Admission Screening Annual Resident Reviews contract. The expense of this contract is reflected in the Contract-Un Ins/Indig-GF line item of the OBRA Assessment Team’s budget. This contract does cover the administrative costs incurred with the operation of this program. This contract will not affect CMHA-CEI’s fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

An Occupational Therapy Assessment will be conducted to determine whether persons with mental illness or developmental disability, who are current or future residents of a nursing home are appropriately placed and that needed services are identified and delivered. An occupational therapy meeting with community may include training to community partners, such as nursing home staff, on how to provide needed/recommended services.

STAFF RECOMMENDATION:

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the following resolution:

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with Nathaniel Asche to purchase Occupational Therapy Assessments for the retroactive period of October 1, 2020 to September 30, 2021 and pay \$280 per Assessment and \$50/hour for OT meeting with community for those services.



Agenda Item: Finance Committee
Walk-In

Month, Year: December, 2020

Major Program: All CMHA-CEI Programs

Component Program: All CMHA-CEI Programs

Agenda Item Title: Expense Contract Renewal: The Accident Fund Insurance Company (Workers' Compensation Renewal)

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew our workers' compensation insurance coverage with The Accident Fund Insurance Company, Lansing, Michigan.

CMHA-CEI's current agent Berends, Hendricks, Stuit Insurance Agency Incorporated (BHS) obtained cost proposals for the annual policy renewal from qualified vendors through direct solicitation. In accordance to our procurement procedure BHS obtained four (4) proposals and the vendor best able to provide workers' compensation coverage for the premium year beginning January 1, 2021 is The Accident Fund Insurance Company, Lansing, Michigan.

The annual policy renewal date for our workers' compensation insurance is January 1st of each year. The net annual premium for the policy year that begins on January 1, 2021, is \$377,923.00. This reflects a \$2,732.00 annual premium expense reduction. The payment schedule includes a down payment amount of \$31,480.98, ten equal installment payments of \$31,494.72 and a final payment of \$31,494.82. The expense for the first nine (9) months of this policy renewal is reflected in CMHA-CEI's 2021 budget and the remaining three (3) months will be included in the 2022 budget.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2021 budget. All revenue sources support this contract. The expenses of this contract are reflected in the Workers Comp line item of every department and program budget that includes staffing. This contract will not affect CMHA-CEI's fund balance.

**DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/
PROPOSAL:**

The Accident Fund Insurance Company provides workers' compensation statutory benefits that include wage loss for all employees.

This includes coverage for employees in all job classifications including consumers paid through the CSDD Sheltered Workshop payroll program.

The policy also includes employer liability insurance coverage to third parties as follows:

Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 each employee
Statutory Benefit	Included

STAFF RECOMMENDATION:

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into policy renewal with The Accident Fund Company to provide workers' compensation insurance for the period of January 1, 2021 through December 31, 2021 and pay \$377,923.00 for this insurance coverage.



Agenda Item: Finance Committee
Walk-In

Month, Year: December, 2020

Major Program: General Administration

Component Program: Finance/Human Resources

Agenda Item Title: Expense Contract Change Request 003: Metaformers, Inc.

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase additional services, for the creation of a custom advanced programming interface (API) to be used in conjunction with the Oracle delivered 'Worker API for Employee' to interface with the Time Clock Plus (TCP) Advanced Scheduling system, from Metaformers, Inc., Reston, VA) and pay up to \$10,800 for the period starting October 15, 2019 and is effective for as long as there is an active Statement of Work (SOW) and for a period of time of six (6) months following completion or termination of the last active SOW.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2021 budget. All revenue sources support this contract. The expenses of this contract are reflected in the Contract-Consultation line item of the Finance and Human Resources (HR) Department budgets. This contract will not affect CMHA-CEI's fund balance.

SUMMARY OF GOODS OR SERVICES REFERENCED IN THE CONTRACT/PROPOSAL:

The Community Mental Health Authority of Clinton, Eaton and Ingham County (CMHA-CEI) requested a cost proposal from Metaformers, Inc. to create a custom API to be used in conjunction with the Oracle delivered "Worker API for Employee" that will be used to transfer data to the advanced scheduling software purchased from TCP. The custom fields that will be included in the API are authorization and adjusted seniority date. Those fields are not currently in the Oracle delivered API and are needed to provide the ability to utilize the advanced scheduling features for the complex

scheduling needs of the 24/7 programs, such as residential and crisis services.

The cost includes:

50 hrs. @ \$180 = \$ 9,000 (Technical Resource)

10 hrs. @ \$180 = \$1,800 (Functional Resource)

Total = \$10,800

STAFF RECOMMENDATION:

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the following resolution:

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to approve Change Request 003 to the contract with Metaformers, Inc. to purchase additional services, for the creation of a custom API to be used in conjunction with the Oracle delivered 'Worker API for Employee' to interface with the TCP Advanced Scheduling system, from Metaformers, Inc. and pay up to an additional \$10,800 for the period starting October 15, 2019 and is effective for as long as there is an active Statement of Work (SOW) and for a period of time of six (6) months following completion or termination of the last active SOW.