



# Community

MENTAL HEALTH  
CLINTON • EATON • INGHAM

## FINANCE COMMITTEE

### Meeting Minutes

Wednesday, February 9<sup>th</sup>, 2022

5:30 p.m.

812 E. Jolly Rd, Atrium

Lansing, MI 48910

#### Committee Members Present:

Kay Randolph-Back

Tim Hanna

Raul Gonzales

Ken Mitchell

#### Committee Members Observing via Zoom:

None

#### Committee Members Absent:

Dianne Holman, Emily Stivers

#### Staff Present:

Darby Vermeulen, Sara Lurie, Sue Panetta, John Peiffer, Sharon Blizzard, Jennifer Stanley, Joanne Holland

#### Public Present:

None

#### Other Board Members Present:

Joe Brehler

#### Call to Order:

The meeting was called to order by Vice Chairperson Kay Randolph-Back at 5:28 p.m.

#### Previous Meeting Minutes:

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to approve the meeting minutes of January 12<sup>th</sup>, 2022.

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED** by Tim Hanna and **SUPPORTED** by Raul Gonzales to adopt the revised agenda of February 9<sup>th</sup>, 2022 with the addition of “CFO Update” added under New Business, as well the revision of Sue Panetta presenting the Medicaid Revenue Update.

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**None.**

**BUSINESS ITEMS:**

**Revenue Contract: New Lease - 13768 Airport Road, Lansing MI, 48906**

**John Peiffer presented this item. He said there was recently a provider change at this property. The rental prices reflect the current market rates.**

**ACTION:**

**MOVED** by Joe Brehler 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 this new lease revenue contract to lease the property at 13768 Airport Road, Lansing MI, 48906., to Open Arms Care Link whose address is at #107A 4700 Hagadorn Road, East Lansing, MI 48823, for the period of February 1, 2022 through September 30, 2022 in which Open Arms Care Link will pay as follows: Twenty Seven Thousand Eight Hundred Seventy Five dollars and 28/100 (\$27,875.28) per annum and payable in installments of Two Thousand Three Hundred Twenty Two dollars and 94/100 (\$2,322.94) per month.

**MOTION CARRIED unanimously.**

### Medicaid Revenue Update

Sue said the report is very similar to last month's. We are still showing additional revenue to what was budgeted. The SED waiver remains under budget. Raul asked if Autism is still growing? Sara said yes, we continue to see increased enrollment in our autism services.

Kay noted that the CWP table shows a significantly higher actual number versus budget number. Sue said she wasn't involved in the numbers on this particular document, so she would need to do a deeper dig with the accountants on why this number is so much greater.

### Unfinished Business:

Kay said she attended the State association's conference, where she attended the presentation on CCBHC. Some of the presenters said they were hoping for the next SAMHSA grant, but they wouldn't know until April. Kay asked, "If SAMHSA doesn't come through, what will happen to those commercially insured at the CCBHC sites?" The answer she received was that a sustainability plan was needed when applying for CCBHC, but she didn't hear what the presenters' specific plans were. Kay wanted to bring this up because she felt it related to the surplus discussion. Sara said CEI's sustainability plan has always focused on funds from several different sources. First, there was the increase over four years to the General Fund. Then, there is the Ingham County millage money that we use to support uninsured residents. A third portion is building the infrastructure to be able to bill commercially. Lastly, we became a CCBHC, which has provided more funds to CEI. With the expansion grant, we will have a few hundred thousand dollars to carry forward. We are comfortable for at least this year until we better understand what the State project will look like going forward. Sara said it's unfortunate that the RFP that was supposed to be released in December was not released, but we do have the carryover dollars.

Raul Gonzales left the meeting at 5:49 pm.

Raul Gonzales returned to the meeting at 5:53 pm.

### New Business:

- a. CFO Update

**Sue added some ideas to tonight's packet to potentially introduce some new items to this committee meeting's format.**

1. Distribution and discussion of Quarterly financial results.

This will happen the second month following end of quarter. (Oct-Dec- Feb meeting (still in process) Jan-Mar – May meeting etc.)

Potential Inclusions;

a. CFO report to Board

**Sue said she would like to use this to highlight the top five items happening with financials for that month in the agency.**

b. Budget to Actual

**Sue proposes presenting financials to the committee quarterly.**

c. Develop Key Performance Indicators (KPI's) for discussion

d. More long range Capital Planning

i. Approvals of Capital spending above guidance

2. Contract Approvals

a. Exception discussions, otherwise

**Sue is open to discuss whether or not contracts should be the focus of the Finance Committee meeting. She would like to be more transparent financially.**

b. Move to brief synopsis and vote

c. Discussion;

Scope of the committee

1. Finance

(A) Assure sound financial management of the agency's resources;

(B) Review, recommend for approval, and monitor Authority budget(s) and rate schedules;

(C) Review, recommend for approval, and monitor Authority fiscal policies and procedures.

3. Other financial related discussions

a. Funding developments

b. Funding Opportunities

i. Insurance billing

ii. Grant funding

iii. Etc.

Sara said Sue has reflected to her that the committee focus seems to be contract-heavy, so she is hoping to look at a different approval of these that is not as time-consuming so larger financial matters can be discussed. Tim Hanna said he agrees with this concept and is particularly interested in seeing KPI's. He also believes Capital Planning is critical and thinks this has been underutilized from a strategy perspective.

Kay said she is very grateful for Sue's professional approach and she fully supports taking up with the ideas laid out here. She wondered if maybe at March's Finance Committee meeting we would see some of these items implemented? Sue said yes, the team is working hard to get data out of the new Connect system to provide very soon.

Sara wanted to note that leaving this item on the agenda and reviewing agenda next month and digging in a bit deeper would be beneficial for those who could not attend tonight.

Joe said he doesn't feel that the committee hasn't been transparent over the years. Raul agreed that the committee has been doing due diligence, but he appreciates that more info is better. Tim felt he understands Sue's suggestions as laying information out in new and different ways and clearly pointing out areas of concerns.

**Public Comment:**

None

**Adjournment:**

The meeting was adjourned at 6:14 p.m. The next regularly scheduled Finance Committee meeting is March 9<sup>th</sup>, 2022 at 5:30 p.m., 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Darby Vermeulen  
Finance Administrative Assistant