



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, April 13th, 2021

5:30 p.m.

812 E. Jolly Rd, Atrium

Lansing, MI 48910

Committee Members Present:

Kay Randolph-Back

Tim Hanna

Dianne Holman

Emily Stivers

Raul Gonzales

Committee Members Observing via Zoom:

None

Committee Members Absent:

Ken Mitchell

Staff Present:

Darby Vermeulen, Sara Lurie, John Peiffer, Sue Panetta, Rachel Jacobs, Shana Badgley, Amy Rottman, Joanne Holland, April Poyer, Gwenda Summers, KC Brown

Public Present:

Bill Tucker

Other Board Members Present:

Al Platt

Call to Order:

The meeting was called to order by Chairperson Emily Stivers at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Tim Hanna and **SUPPORTED** by Dianne Holman to approve the meeting minutes of March 9th, 2022.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Tim Hanna and **SUPPORTED** by Kay Randolph-Back to adopt the revised agenda of April 13th, 2022.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

New Expense Contract: Everbridge Mass Notification System

John Peiffer presented the new notification system replacing the OnSolve system. He noted the OnSolve system was not meeting CEI's needs. This system will help to communicate emergencies to staff including inclement weather and active shooter situations. John said Ingham County also uses Everbridge and there may be opportunities to share capabilities. Kay asked where consumers fit in as far as being notified of these kinds of events, including those in residential homes? John said this aspect hasn't been looked into yet, but can be explored after implementation. Generally, we use social media and local news outlets to get notifications of closures out to consumers. Sara said CEI does use a reminder system that IS operates to remind consumers of appointments/cancellations of appointments.

ACTION:

MOVED by Tim Hanna 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 a new expense contract where CMHA-CEI will purchase Mass Notification services from Everbridge, Inc. 155 North Lake Ave, Suite 900 Pasadena, CA 91101, at an annual cost of \$22,205.83 for year one and then \$15,605.83 for subsequent years. The term of this contract is for three years beginning May 1, 2022 and ending on April 30, 2025.

MOTION CARRIED unanimously.

Expense Renewal Contract: Gallagher Benefit Services, Inc. – Healthcare and Benefits Consulting Services

April Poyer presented this contract with CEI's healthcare broker for medical and vision. The contract will now run on the calendar year to coincide with the term of CEI's healthcare provider's contract.

ACTION:

MOVED by Dianne Holman 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 a new contract with Gallagher Benefit Services, Inc., to purchase healthcare and benefits consulting services and pay up to \$109,000 per year for the period of January 1, 2022 or beginning on the date of the accepted agreement and is effective for one year thereafter.

MOTION CARRIED, Tim Hanna abstained from voting.

Contract Renewals

MOVED by Kay Randolph-Back and SUPPORTED by Dianne Holman 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 expense contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Expense Contract Amendment: Jennifer Wilgocki

Gwenda Summers presented this renewal for Trauma-Focused Cognitive Behavioral Therapy. CEI will pay \$38,700 for the services for the retroactive period of October 1, 2021 through September 30, 2022. Gwenda said this contract is coming to committee so late because Jennifer was pulled in last minute to a State-wide training in the absence of the scheduled trainer.

Expense Contract Renewal: Donna Potter

Donna Potter will provide Child-Parent Psychotherapy to CMHSPs and pay \$26,500 for those services for the retroactive period of January 27, 2022 through September 30, 2022.

MOTION CARRIED unanimously.

Contract Renewals

MOVED by Tim Hanna and SUPPORTED by Kay Randolph-Back 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 expense contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Expense Contract Renewal: Mirazon Group

Joanne Holland presented this contract for Datacore licenses and maintenance from May 1, 2022 to April 30th, 2025. CEI will pay \$133,952.58 for that maintenance.

Expense Contract Renewal: Point Broadband

Joanne Holland said Casair has been rebranded to Point Broadband, who manages our firewall services. CEI will enter in into a contract with Point Broadband at \$43,650.00 (\$14,550 per year) for three years covering the period of May 1st, 2022 through April 30th, 2025.

Renewal Expense Contract: Insight – Zix Licensing

Joanne Holland presented this contract that handles our encryption software for email security. CEI will pay Insight \$84,567.30 for the period of June 1, 2022 through May 31, 2025.

MOTION CARRIED unanimously.

Expense Contract Amendment: iEval

Sara Lurie presented this contract with our external evaluator that supports our CCBHC grant. She does foresee a role for iEval in assisting with our third grant, as well.

Raul Gonzales entered the meeting at 5:44 pm.

ACTION:

MOVED by Dianne Holman 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 a contract amendment of an additional \$25,000 with iEval to provide additional external evaluation support to the implementation of the Certified Community Behavioral Health Clinic Expansion Grant for the period of May 1, 2022 – July 31, 2022.

MOTION CARRIED unanimously.

New Expense Contract: Partial Inpatient Hospitalization-Cedar Creek Hospital

Shana Badgley said this contract adds to our repertoire of options to divert hospitalizations. She shared that Cedar Creek is located in St. Johns.

ACTION:

MOVED by Tim Hanna 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 purchase partial inpatient hospital services from Cedar Creek Hospital at the rates indicated below, for the term of April 1, 2022 through September 30, 2022.

Hospital	CPT Code	Service	Rate
Cedar Creek Hospital	0912 & 0913	Partial Hospitalization – Adults	\$400.00

MOTION CARRIED unanimously.

Medicaid Revenue Update

Amy Rottman presented the update through March. In most cases, the trend is over budget in each category, with the exception of SED waiver. The other categories are over budget based on the continued high enrollment, as discussed previously. Amy said we just heard today that the public health emergency is going to continue through July 16, which means enrollment numbers will continue to remain high at least through that date. In total, we are over budget by \$11.8M. If this trend continues, we are expecting to be over budget in revenue by \$23.6M. Amy said worst

case scenario, August and September could be \$2M short, which would still leave a significant surplus. Sue said time will tell how this is addressed by CEI employees who handle Medicaid enrollments. Kay asked if there are any proactive things CEI can do now to minimize risk and protect those who may be dropped off the waiver? Sara said we will have opportunities to express this concern to MDHHS, and over the next couple of weeks, things are sure to unfold further. She said once we know what the State's plan is, we will reassess what CEI needs to put in place to minimize risk.

Emily Stivers left the meeting at 6:00 pm.

Presentation of Financial Audit for FY2021

Bill Tucker from Maner Costerisan presented the FY21 financial audit. Bill wanted to note that the audit was completed four months earlier than last year and three months earlier than the previous year, and he wanted to thank the CEI staff that worked hard to get the information in on time.

Bill said our net pension liability is now 79%, which is a great improvement from previous years.

CEI's total operating revenue in 2021 was \$157M; the operating expenses totaled \$153M.

Bill noted there were no material weaknesses or significant deficiencies in CEI's internal controls.

Unfinished Business:

None

New Business:

None

Public Comment:

None

Adjournment:

The meeting was adjourned at 6:15 p.m. The next regularly scheduled Finance Committee meeting is May 11th, 2022 at 5:30 p.m., 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Darby Vermeulen
Finance Administrative Assistant