



Finance Committee Members:

Tim Hanna, Chairperson  
Joe Brehler  
Paula Yensen  
Raul Gonzales  
Dwight Washington  
Ryan Sebolt

**FINANCE COMMITTEE**

**AGENDA**

**Wednesday, May 8<sup>th</sup>, 2024**

**5:30 p.m.**

**812 E. Jolly Rd, Atrium**

**Lansing, MI 48910**

**Join Zoom Meeting**

**<https://zoom.us/j/98547470124>**

**Meeting ID: 985 4747 0124**

**\*Action Items**

- 1. Call to Order**
- 2. Previous Meeting Minutes – April 10<sup>th</sup>, 2024**
- 3. Adoption of Agenda**
- 4. Public Comment on Agenda Items**

**BUSINESS ITEMS:**

- \*5. Expense Contract Amendments: Residential Type B – Karla Block**
- \*6. Revenue Contract Renewal: Michigan Department of Health and Humans Services, COVID-19 Comprehensive Services for Behavioral Health, ARPA/MHBG – ACT and Dual ACT/IDDT Financial Incentive Grant – Shana Badgley**
- \*7. Expense Contract Renewal: ProAssurance Casualty Company (Professional Liability Insurance Renewal) – Jana Baylis**
- \*8. Expense Contract Renewal: The Accident Fund Insurance Company (Workers' Compensation Renewal) – Sue Panetta**

*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.*

- \*9. New Expense Contract: 2024 Vehicle Lease Program – John Peiffer**
- \*10. 812 East Jolly Road Electrical System Improvements and PDU Project  
– John Peiffer**
- \*11. 812 E Jolly Road: Parking Lot Asphalt Paving – John Peiffer**
- \*12. Revenue Contract – New Lease: 4233 Appletree Lane Lansing, Michigan 48917  
– John Peiffer**
- \*13. Expense Contract: Lease Renewal - 801 South Waverly Road Lansing,  
Michigan 48917 (Waverly Wellness) – John Peiffer**
- \*14. Expense Contract - Lease Renewal: 1520 West Wieland DeWitt Township,  
Michigan – John Peiffer**
- 15. Unfinished Business**
- 16. New Business**
  - a. Q2 Financial Statement Review – Amy Rottman**
  - \*b. Select Vice Chair for Finance Committee as of May 1, 2024**
  - \*c. Select Date and Time for Finance Committee as of May 1, 2024**
- 17. Public Comment**
- 18. Adjournment**



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

FINANCE COMMITTEE  
Meeting Minutes  
Wednesday, April 10<sup>th</sup>, 2024  
5:30 p.m.  
812 E. Jolly Rd, Atrium  
Lansing, MI 48910

Join Zoom Meeting  
<https://zoom.us/j/98547470124>  
Meeting ID: 985 4747 0124

**Committee Members Present:**

Tim Hanna  
Joe Brehler  
Paula Yensen

**Committee Members Excused:**

Ryan Sebolt

**Staff Present**

Sara Lurie, Sue Panetta, Darby Vermeulen, Gwenda Summers, Joanne Holland, Dr. Jennifer Stanley, KC Brown

**Other Board Members Present:**

Dwight Washington

**Public Present:**

Bill Tucker – Maner Costerisan

**Others 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 Paula Yensen and SUPPORTED by Tim Hanna to approve the Finance Committee meeting minutes of March 13<sup>th</sup>, 2024.

MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Tim Hanna and SUPPORTED by Paula Yensen to adopt the agenda of April 10<sup>th</sup>, 2024.

MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None

**BUSINESS ITEMS:**

**New Expense Contract: Trace 3**

Joanne Holland presented this contract to the committee.

**ACTION:**

MOVED by Paula Yensen and SUPPORTED by Tim Hanna that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to engage in network design services with Trace 3 and pay a total of \$55,940, to be expensed over five years as part of the Data Center Upgrade project.

MOTION CARRIED unanimously.

**Revenue Contract Renewal: Ingham County Justice Complex Millage for Jail Mental Health Service Expansion**

Joe said we have participated in this program for quite some time.

**ACTION:**

MOVED by Dianne Holman and SUPPORTED by Tim Hanna that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to approve the contract renewal with Ingham County Justice Complex Millage contract totaling \$815,130 for the term of January 1, 2024 through December 31, 2024.

MOTION CARRIED unanimously.

**Expense Contract Amendments**

MOVED by Tim Hanna and SUPPORTED by Paula Yensen 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 contracts based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

**Expense Contract Amendment: Cognitive & Behavioral Consultants**

Under this contract with Cognitive & Behavioral Consultants, CEI will receive DBT for adolescent expert training and consultation pay no more than \$115,750 for those services for the retroactive period October 1, 2023 through September 30, 2024.

**Expense Contract Amendment: McBride Quality Care Services, Inc. -Youth Overnight Respite**

This item is in regards to getting the Appletree home up and running. CEI will enter into a contract amendment with McBride Quality Care Services to purchase Respite Care Services (Billing Code T1005) for the period of April 1, 2024 through September

30, 2024 at 15-minute rate of \$3.93 or \$377.13 per day, per bed for six beds. Rate includes Direct Care Worker Wage Increase.

MOTION CARRIED unanimously.

### Unfinished Business

None

### New Business

#### a. Maner Costerisan FY23 Audit Review

Bill Tucker from Maner Costerisan introduced himself to the committee. He began with reviewing the FY23 financial statements.

Dianne Holman entered the meeting at 5:34 pm.

Bill highlighted that our current assets as of 9/30/23 were \$38.8M, and our liabilities were \$26.7M. We are in a better net position compared to the previous year.

Bill then reviewed the schedule of changes in CEI's net pension liability and related ratios. We are currently just under 69% funded. This is lower than previous years. We had a net investment loss in the MERS pension of \$22.2M, which was as of 12/31/22, when investments and returns were down for everyone. This seems to be moving in the opposite direction for FY24. Bill went on to say the loss is smoothed out over five years, as well.

Discussion ensued about the net pension liability and the swing that CEI has experienced and the factors that caused that swing. Bill said Maner has seen the tables coming out for MERS for this year, and they are seeing where the investments are coming back to where they were before. Sue said we just received another report for the last quarter and we our funding is back in the high 70<sup>th</sup> percentiles already.

Bill moved on and discussed the Statement of Revenues, Expenses, and Changes in Fund Net Position. The audit showed total operating revenues of \$189,959,613, and total operating expenses of \$190,123,718. Payroll was up about \$5.5M from the previous year. Bill noted the number that jumped out at him on this page was that our investment income dollar amount was \$33, so this may be something to look at.

Amy said we would invest local or CCBHC earnings if we were to invest. Joe said the PIHP can hang on to a certain amount of money to invest. MSHN does invest this money, normally in bonds of some sort. But CEI has to spend Medicaid money in one year, so he isn't sure this is an avenue available to CEI. Sue said we did put the money that State gave us for the CSU into an interest-earning account.

Bill noted CEI expended \$4.4M in federal awards in FY23.

Finally, Bill said Maner Costerisan did not find any material weaknesses or significant deficiencies in the 2023 audit.

Paula Yensen wanted to say that after she read all of the notes, CEI did a great job with the audit and she wanted to thank the staff and everyone that worked on it. Sara also gave thanks to Sue Panetta and Amy Rottman for their hard work!

MOTION CARRIED unanimously.

**Public Comment:**

None

The meeting was adjourned at 6:03 p.m. The next regularly scheduled Finance Committee meeting is Wednesday, May 8<sup>th</sup>, 2024 5:30pm, 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Darby Vermeulen  
Finance Administrative Assistant



**Agenda Item:** Finance Committee  
Agenda Item #F-5

**Month, Year:** May, 2024

**Major Program:** Adult Mental Health Services (AMHS), Community Services for the Developmentally Disabled (CSDD)

**Component Program:** Residential

**Agenda Item Title:** Expense Contract Amendments: Residential Type B

**SUMMARY OF CONTRACT/PROPOSAL:**

Under these contract amendments, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties will purchase specialized residential services, inclusive of Community Living Supports (H2016) and Personal Care (T1020), from the providers listed below at the amended rates for the period of May 1, 2024 through September 30, 2024. This amendment reflects updated rates as a result of the completed Residential B Home Request for Quote (RFQ) process.

The expenses of these contracts are reflected in CMHA-CEI's FY 2024 budget. The revenue sources that support the contracts are Medicaid funds, General Funds, and local funds. The expenses of the contracts are reflected in the contract residential line items of the AMHS and CSDD residential budgets. The contracts will not have an impact on CMHA-CEI's fund balance.

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

Residential Type B contracts are used to purchase specialized residential services for both AMHS and CSDD programs. Each home is staffed 24/7 and provides all necessary services for daily living including supervision, meals, recreation, transportation, and client funds management. The per diem rate for each home includes both Personal Care and Community Living Supports and is calculated based on the level of care in each home and individualized per consumer based on their time study.

**STAFF RECOMMENDATION:**

Staff recommends 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 Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into contract amendments to purchase Type-B Residential Services, inclusive of Community Living Supports (H2016) and Personal Care (T1020), from the providers listed below at the amended rates for the period of May 1, 2024 through September 30, 2024.

Type-B Residential Service Rates							
Provider	Location	Address	City	State	Zip	License Number	H2016 & T1020 Per Diem Rate
Hope Network New Passages	Coulson	6430 Coulson Ct	Lansing	MI	48911	AM330092211	\$184.06
Hope Network New Passages	Eureka	7808 Fremont St	Eureka	MI	48833	AM190095524	\$185.79
Hope Network New Passages	Holt	5850 Holt Rd	Holt	MI	48842	AS330095304	\$254.02
Hope Network New Passages	Loretta	6040 Loretta	Lansing	MI	48911	AM330080027	\$213.71
Alternative Services Inc.	Bradford	7757 Chandler Rd	St Johns	MI	48879	AS190010545	\$254.02
Alternative Services Inc.	Oxford Mason	3375 Harper Rd	Mason	MI	48854	AS330011145	\$254.02
Alternative Services Inc.	Van Atta	4817 Van Atta Rd	Okemos	MI	48864	AS330011149	\$254.02
Alternative Services Inc.	Williamston	3962 Vanetter Rd	Williamston	MI	48895	AS330011157	\$254.02
Alternative Services Inc.	Willoughby Road	5343 Willoughby Rd	Lansing	MI	48911	AS330311852	\$228.08
Bay Human Services	Beech Street	415 Beech St	Charlotte	MI	48813	AS230378862	\$265.98
Bay Human Services	Heritage	4020 Aurelius Rd	Lansing	MI	48910	AM330378865	\$187.64
Central State Community Services Inc.	State	7099 State Rd	East Lansing	MI	48823	AS190095475	\$279.06
Central State Community Services Inc.	Webb	303 W Webb Dr.	Dewitt	MI	48820	AS190398354	\$254.02
McBride Quality Care Services, Inc	Grand Ledge	803 W. Main St.	Grand Ledge	MI	48837	AS230417937	\$254.02
McBride Quality Care Services, Inc	Schavey	1009 Schavey	Dewitt	MI	48820	AS190396495	\$254.02
McBride Quality Care Services, Inc	Turner	14354 Turner Rd	DeWitt	MI	48820	AS190396493	\$254.02
Nova Vida	Bittersweet	4535 Bittersweet Ln	Lansing	MI	48917	AS230010636	\$279.06

Nova Vida	Otto	1693 N Otto Rd	Charlotte	MI	48813	AS230016074	\$338.09
Residential Options Inc.	DeWitt	11262 Dewitt Rd	Dewitt	MI	49264	AM190015000	\$187.64
Residential Options Inc.	Green Meadows	439 Green Meadows	Lansing	MI	48917	AS230079441	\$228.08
Residential Options Inc.	Kemler	3138 Kemler Rd	Eaton Rapids	MI	48827	AS230010627	\$254.02
Residential Options Inc.	Thomas L. Parkway	841 Thomas L Parkway	Lansing	MI	48917	AS230010623	\$279.06
Open Arms Link	Boichot	14120 Boichot Rd	Lansing	MI	48906	AM190396226	\$187.64
Open Arms Link	Carlisle	1369 Carlisle Rd	Charlotte	MI	48813	AS230396225	\$228.08
Open Arms Link	Open Arms New Horizon	13768 Airport Rd	Lansing	MI	48906	AS190411912	\$279.06
Open Arms Link	Open Arms Stoll	3285 W Stoll Rd	Lansing	MI	48906	AM190409578	\$184.06
Valley Residential Services Inc.	Greenfield	12450 W Greenfield	Lansing	MI	48917	AS230068520	\$254.02
Valley Residential Services Inc.	Mulliken	9120 E Eaton Hwy	Mulliken	MI	48861	AS230068521	\$254.02
Valley Residential Services Inc.	Santee	138 E Santee	Charlotte	MI	48813	AS230010634	\$254.02



**Agenda Item:** Finance Committee  
Agenda Item #F-6

**Month, Year:** May, 2024

**Major Program:** Adult Mental Health Services

**Component Program:** ARPA/MHBG - ACT and Dual ACT/IDDT Team Financial Incentive Grant for ACT Cedar and ACT Louisa teams

**Agenda Item Title:** Revenue Contract Renewal: Michigan Department of Health and Humans Services, COVID-19 Comprehensive Services for Behavioral Health, ARPA/MHBG - ACT and Dual ACT/IDDT Financial Incentive Grant

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this contract renewal, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will enter in a contract renewal under the Michigan Department of Health and Human Services (MDHHS) FY24 ARPA/MHBG - ACT and Dual ACT/IDDT Financial Incentive Grant Opportunity to recruit, retain and reward ACT Cedar and ACT Louisa teams, and receive \$59,901 for the period of May 1, 2024 through September 30, 2024.

The dollar amounts available to the teams identified by CMHA-CEI for participation in this funding opportunity are found below:

- CEI – Cedar - \$27,438
- CEI – Louisa - \$32,463

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2024 budget. The revenue source that supports this contract is the MDHHS grant, specifically the ARPA/MHBG - ACT and Dual ACT/IDDT Team Financial Incentive Grant. The expenses of this contract are reflected in the AMHS/ARPA/MHBG - ACT and Dual ACT/IDDT Team Financial Incentive grant budget. This contract will not affect CMHA-CEI's fund balance.

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

Due to the pandemic and the increase in the need for mental health services and those who guide and support individuals being served, this grant money provides funding to recruit, retain and reward members of ACT Cedar and ACT Louisa ACT/IDDT teams here at Community Mental Health Authority of Clinton, Eaton, and Ingham Counties.

**STAFF RECOMMENDATION:**

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

The Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a contract renewal with the Michigan Department of Health and Human Services (MDHHS) to provide funds to recruit, retain and reward ACT/IDDT staff members serving Clinton, Eaton and Ingham Counties for the period of May 1, 2024 through September 30, 2024 and receive \$59,901 for those efforts.



**Agenda Item:** Finance Committee  
Agenda Item #F-7

**Month, Year:** May, 2024

**Major Program:** All CMHA-CEI Programs

**Component Program:** All CMHA-CEI Programs

**Agenda Item Title:** Expense Contract Renewal: ProAssurance Casualty  
Company (Professional Liability Insurance Renewal)

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew our professional liability (malpractice) coverage for our physicians through ProAssurance Casualty Company of Okemos, Michigan.

The annual policy renewal date for our professional liability (malpractice) insurance is April 1<sup>st</sup> of each year. The net annual premium for the policy year that begins on April 1, 2024 is \$92,286.00. This reflects a \$10,577 annual premium expense increase. The increase in premium is due to additional physician hiring. There was also a slight increase in individual coverage for five (5) physicians that are stepping up in their rating as they will not reach their full rating until year five (5) of coverage. The payment schedule includes four (4) quarterly payments in equal installment payments of \$23,071.50 The expense for the first six (6) months of this policy renewal is reflected in CMHA-CEI's 2024 budget and the remaining six (6) months will be included in the 2025 budget.

All revenue sources support this contract. The expense of this contract is reflected in the Malpractice line item of every department and program budget that includes physician staffing. This contract will not affect CMHA-CEI's fund balance.

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

The ProAssurance Casualty Company provides professional liability (malpractice) coverage for twelve (12) physicians, three (3) Relief Residents, and one (1) Nurse Practitioner.

The policy includes professional liability insurance coverage as follows:

- Each Professional Incident                      \$1,000,000
- Annual Aggregate                                      \$3,000,000
- Deductible    \$25,000

**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 ProAssurance Casualty to provide professional liability (malpractice) insurance for the period of April 1, 2024 through April 1, 2025 and pay \$92,286.00 for this insurance coverage.



**Agenda Item:** Finance Committee  
Agenda Item #F-8

**Month, Year:** May, 2024

**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) previously obtained cost proposals for the annual policy renewal from qualified vendors through direct solicitation in 2021. For 2024, CMHA-CEI has chosen to continue workers' compensation coverage with The Accident Fund Insurance Company, Lansing, Michigan for the premium year beginning January 1, 2024.

The annual policy renewal date for our workers' compensation insurance is January 1<sup>st</sup> of each year. The net annual premium for the policy year that begins on January 1, 2024, is \$418,740.00. This reflects a \$19,844.00 annual premium expense increase based on increased projected wages. The payment schedule includes 12 equal installment payments of \$34,895.00. The expense for the first nine (9) months of this policy renewal is reflected in CMHA-CEI's 2024 budget and the remaining three (3) months will be included in the 2025 budget.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2024 and 2025 budgets. 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.

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 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, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a policy renewal with The Accident Fund Insurance Company to provide workers' compensation insurance for the retroactive period of January 1, 2024 through December 31, 2024 and pay \$418,740.00 for this insurance coverage.





**Agenda Item:** Finance Committee  
Agenda Item #F-9

**Month, Year:** May, 2024

**Major Program:** All Programs

**Component Program:** Residential, Facilities, Case Management

**Agenda Item Title:** New Expense Contract: 2024 Vehicle Lease Program

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this expense contract proposal, Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA CEI) will enter into an expense lease contract with Enterprise Fleet Management Inc., 2720 28<sup>th</sup> Street SE Grand Rapids, Michigan 49512-1621. CMHA-CEI will lease its replacement fleet vehicles used to transport consumers and staff. The transition from owning all 102 vehicles to leasing all 102 vehicles will take place over the next 3.5 years to be completed in Fiscal Year 2028. In year one of this proposal, 2024 into 2025, approximately 72 new lease vehicles will replace older owned vehicles within the fleet ranging from model years 2007 through 2014 that are now aging out and adding costly repairs to the agency and programs. New lease vehicles will begin to arrive in the Fall of 2024. The new lease vehicles will be leased under the Source-Well Purchasing Organization group plan and will be delivered by Enterprise Fleet Management, Inc.

Previous years CMHA-CEI annual vehicle budget:

- 1) Annual capital spend for new vehicles up to \$500,000.00.
- 2) Annual vehicle fuel, maintenance and repair spend up to \$300,000.00.

Under this new expense contract lease proposal, we project our annual spend to be no greater than \$727,624.00 with greater savings in the first four years under this new program which will allow us to save nearly \$970,000 over a ten-year period beginning in Fiscal Year 2025.

The expense of this proposal is reflected in CMH's FY 2024 budget. The revenue sources that support this proposal are federal, state and local funding sources. This proposal will not affect CMHA-CEI's fund balance.

**STAFF RECOMMENDATION:**

Staff recommend that the Finance Committee of the Community Mental Health Authority of Clinton, Eaton and Ingham counties (CMH) Board of Directors 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 new expense contract for new leased vehicles with Enterprise Fleet Management, Inc. 2720 28<sup>th</sup> Street SE Grand Rapids, Michigan 49512-1621, where CMHA-CEI will lease its new replacement fleet vehicles used to transport consumers and staff and maintain an annual projected vehicle budget spend of no greater than \$727,624.00.



**Agenda Item:** Finance Committee  
Agenda Item #F-10

**Month, Year:** May, 2024

**Major Program:** General Administration

**Component Program:** Property and Facilities

**Agenda Item Title:** 812 East Jolly Road Electrical System Improvements and PDU Project

**SUMMARY OF CONTRACT/PROPOSAL:**

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) is planning to upgrade and relocate the existing smart PDUs (Power Distribution Units) to power CMHA-CEI servers and telecommunication mission-critical equipment located in our Telecom/data closets at 812 East Jolly Road. The scope of work includes tying these PDU's to be located in our Telecom/data closets into the existing electrical systems, UPS (Uninterrupted Power Supply) System and the backup generator, so as to eliminate and minimize electrical power disruptions which will safeguard and protect the servers and equipment in these locations.

CMH-CEI Facilities staff are working with Matrix Engineering company to oversee the electrical work and recommends entering into an expense contract with Summit Electrical Contractors P.O. Box 219 Haslett, Michigan 48840 for this project in the amount of \$42,100.00. This is the cost for labor and electrical conduit and wire to support 24 existing PDUs in six Telecom/data closets at 812 East Jolly Road. All contractors associated with this project to be paid at prevailing wage.

The expense of these electrical system improvements will be allocated against the CMHA-CEI fixed asset budget as electrical conduit and wiring.

The expense of these renovations are reflected in CMHA-CEI's FY 2024 budget. The expense for renovations will not affect CMHA-CEI's fund balance.

**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, and Ingham Counties Board of Directors authorize CMHA-CEI staff to enter into an expense contract with Summit Electrical Contractors P.O. Box 219 Haslett, Michigan 48840 for this project in the amount of \$42,100.00.

# CMHA of Clinton, Eaton & Ingham Counties - Fleet Profile

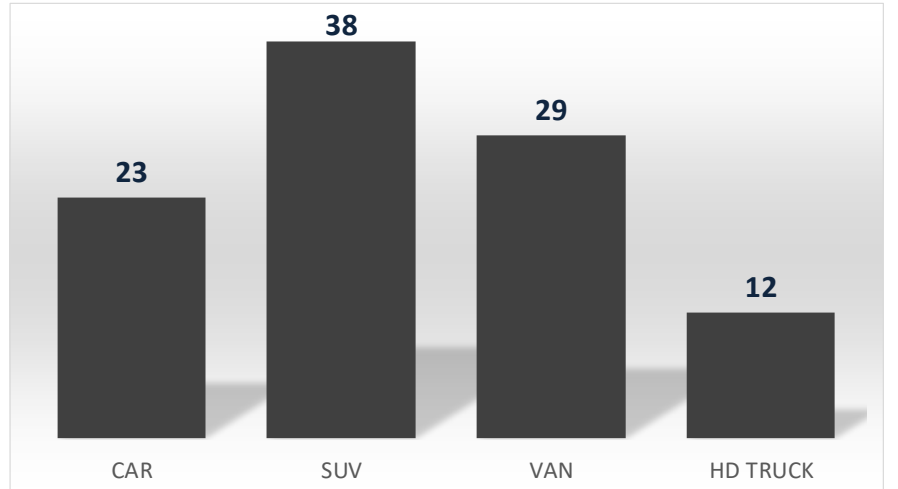
## Fleet Profile      Fleet Replacement Schedule      Replacement Criteria

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage
Compact Sedan	2	12.2	8,000
Mid-size Sedan	13	10.3	10,200
Full-size Sedan	3	17.3	8,400
Hybrid Sedan	5	7.9	8,700
Full-size Van-Passenger	16	10.5	9,800
1 Ton Van Cargo	13	13.2	8,500
Compact SUV 4x2	18	11.8	10,900
Compact SUV 4x4	10	2.3	9,400
Mid Size SUV 4x2	7	13.8	12,500
Mid Size SUV 4x4	3	4.1	10,600
3/4 Ton Pickup Ext 4x4	5	5.3	10,400
3/4 Ton Pickup Quad 4x4	1	8.1	10,500
1 Ton Pickup Ext 4x2	4	12.2	14,900
1 Ton Pickup Ext 4x4	1	7.1	13,800
1 Ton Pickup Quad 4x2	1	17.3	7,800
Totals/Averages	102	10.2	10,200

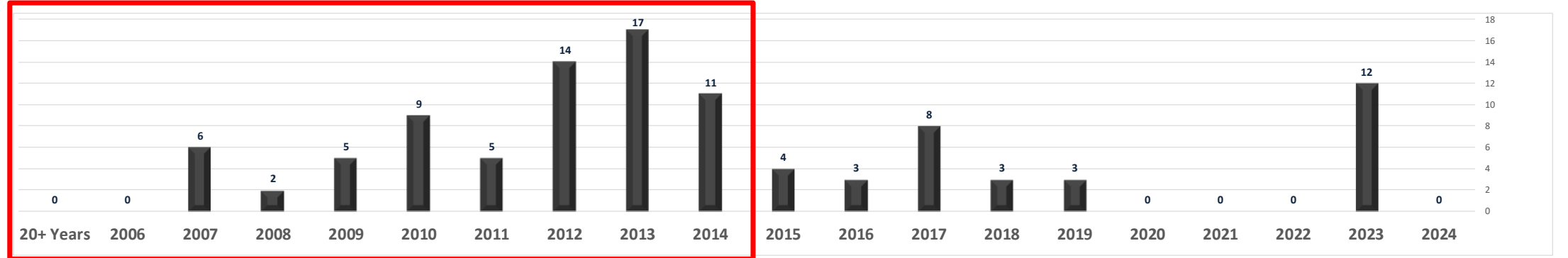
2024	2025	2026	2027	2028	Under-Utilized
2	0	0	0	0	0
6	4	3	0	0	0
3	0	0	0	0	0
1	0	4	0	0	0
15	1	0	0	0	0
13	0	0	0	0	0
17	0	0	1	0	0
0	0	1	2	7	0
7	0	0	0	0	0
1	0	0	0	2	0
2	0	0	0	3	0
0	1	0	0	0	0
4	0	0	0	0	0
0	1	0	0	0	0
1	0	0	0	0	0
72	7	8	3	12	0

- \* Fiscal Year 2024 = 10 years old and older, or odometer over 100,000
- \* Fiscal Year 2025 = 8 years old and older, or odometer over 80,000
- \* Fiscal Year 2026 = 6 years old and older, or odometer over 60,000
- \* Fiscal Year 2027 = 4 years old and older, or odometer over 40,000
- \* Fiscal Year 2028 = Remaining Vehicles
- \* Underutilized = Annual Mileage less than 1,000

### Vehicle Types



## 69 Vehicles 10 years & older      Model Year Analysis



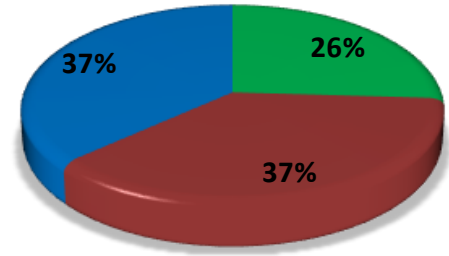
# CMHA of Clinton, Eaton & Ingham Counties - Fleet Planning Analysis

## Fleet Costs Analysis

### Fleet Assumptions & Proposals

Fleet Analyzed	102	Fleet Growth	0.00%	Proposed Fleet	102
Current Cycle	12.75	Annual Miles	10,200	Proposed Cycle	3.24
Current Maint.	\$224.67	Total Annual Miles	1,040,400	Proposed Maint.	\$59.28
Maint. Cents Per Mile	\$0.26	Current MPG	15.6	Price/Gallon	\$3.00

Fiscal Year	Fleet Size	Fleet Mix					Fleet Cost					Annual Net Cash
		Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	
<b>Average</b>	<b>102</b>	<b>8.0</b>	<b>102</b>	<b>0</b>	<b>267,932</b>	<b>0</b>	<b>-10,135</b>		<b>275,000</b>	<b>190,000</b>	<b>722,797</b>	<b>0</b>
'24	102	72	30	72	0	527,465	-343,508	-147,184	132,099	171,831	340,703	382,095
'25	102	37	23	79	0	579,014	-72,941	-156,214	118,205	169,085	637,150	85,647
'26	102	40	15	87	0	623,369	-61,142	-158,319	102,327	165,946	672,183	50,614
'27	102	36	12	90	0	639,344	-33,907	-162,528	96,373	164,769	704,051	18,746
'28	102	47	0	102	0	727,624	-174,037	-405,538	72,556	160,062	380,667	342,129
'29	102	87	0	102	0	727,624		-205,749	72,556	160,062	754,493	-31,696
'30	102	50	0	102	0	727,624		-227,581	72,556	160,062	732,661	-9,864
'31	102	52	0	102	0	727,624		-194,930	72,556	160,062	765,312	-42,516
'32	102	46	0	102	0	727,624		-202,729	72,556	160,062	757,513	-34,716
'33	102	47	0	102	0	727,624		-405,538	72,556	160,062	554,704	168,092



■ Fuel ■ Maintenance ■ Purchase

<b>10 Year Savings*</b>	<b>\$969,495</b>	<b>Net Sustainable Impact*</b>	<b>\$43,059</b>
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\*includes total unrealized gains of \$40,964

## Current Fleet Equity Analysis

YEAR	2024	2025	2026	2027	2028	Under-Utilized
QTY	72	7	8	3	12	0
Est \$	\$4,771	\$10,420	\$7,643	\$11,302	\$14,503	\$0
<b>TOTAL</b>	<b>\$343,508</b>	<b>\$72,941</b>	<b>\$61,142</b>	<b>\$33,907</b>	<b>\$174,037</b>	<b>\$0</b>
<b>Estimated Current Fleet Equity**</b>					<b>\$685,534</b>	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen"

and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

## KEY OBJECTIVES

**Lower average age of the fleet**  
 68% of the current light and medium duty fleet is over 10 years old  
 Resale of the aging fleet is significantly reduced

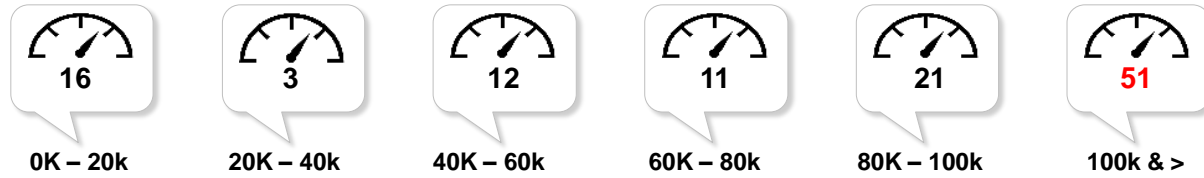
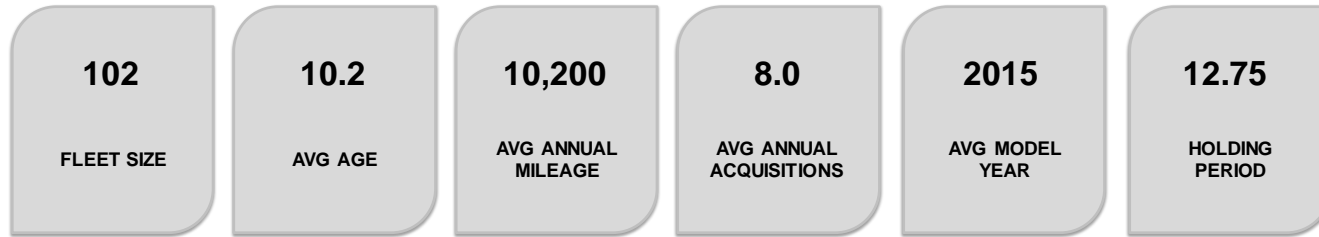
**Reduce operating costs**  
 Newer vehicles have a significantly lower maintenance expense  
 Newer vehicles have increased fuel efficiency with new technology implementations

**Maintain a manageable vehicle budget**  
 Challenged by inconsistent yearly budgets  
 Currently vehicle budget is underfunded

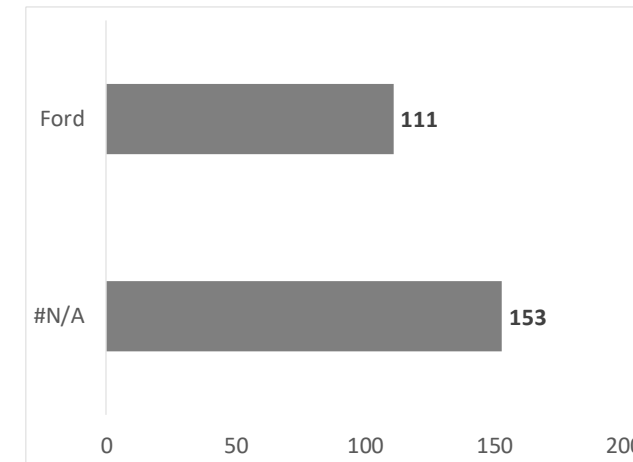
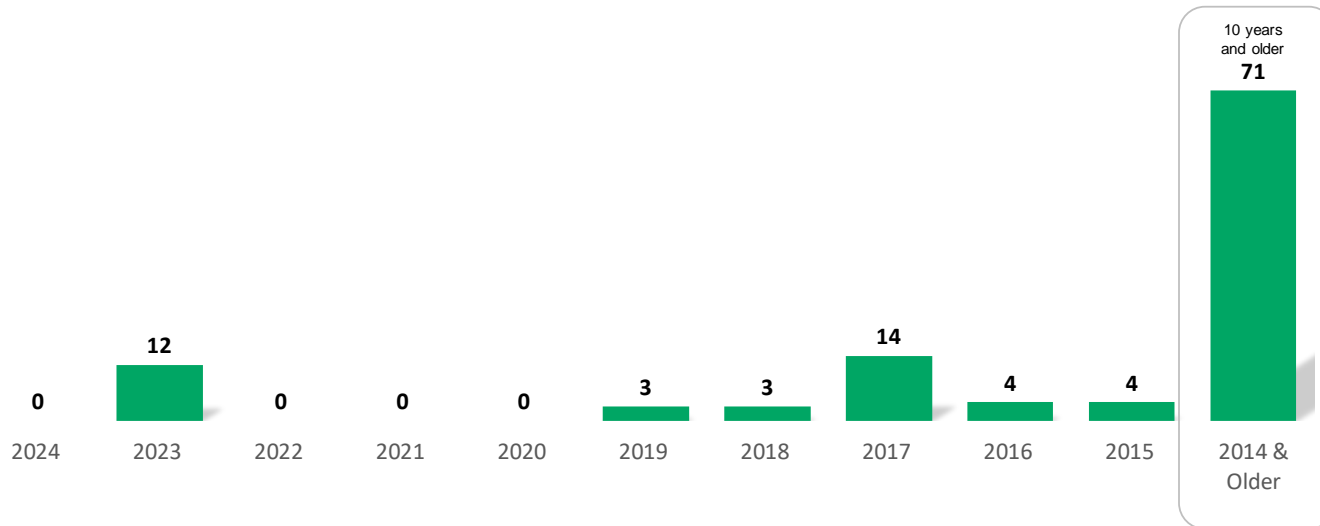
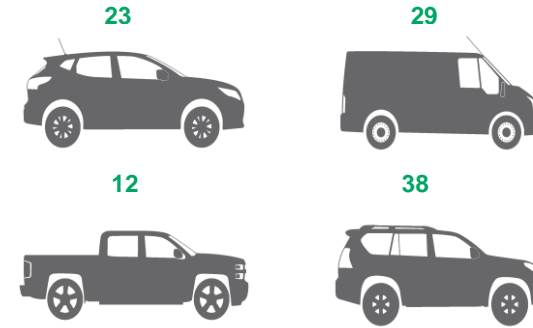


FLEET MANAGEMENT

# Fleet Profile Overview



## Vehicle Class





**Agenda Item:** Finance Committee  
Agenda Item #F-11

**Month, Year:** May, 2024

**Major Program:** General Administration

**Component Program:** Property and Facilities

**Agenda Item Title:** 812 E Jolly Road: Parking Lot Asphalt Paving

**SUMMARY OF CONTRACT/PROPOSAL:**

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) is planning to replace the south half of the parking lot area with new asphalt at 812 East Jolly Road Lansing, Michigan. This asphalt work is being completed in order to replace and upgrade existing asphalt paving that is now 25 years old. Repaving will include improving the sub base to include compacted gravel per industry standards and best practices. This asphalt work is phase one of a two phase, two-year project.

CMH-CEI facilities staff are working with Wolverine Engineering to oversee the work and will enter into an expense contract with Leavitt & Starck Excavating Inc., 16220 National Parkway, Lansing, MI 48906, and pay \$226,666.00 for this project. All contractors associated with this project to be paid at prevailing wage.

The expense of these renovations will be allocated against the CMHA-CEI Ingham County Building Maintenance Fund in which CMHA-CEI will repay the amount in full to Ingham County at the completion of the project pending Ingham County Building Authority Project Approval.

The expense of these renovations is reflected in CMHA-CEI's FY 2024 budget. The expense for renovations will not affect CMHA-CEI's fund balance.

**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, and Ingham Counties Board of Directors authorize CMHA-CEI staff to enter into an expense contract with Leavitt & Starck Excavating Inc., 16220 National Parkway Lansing, MI 48906 and pay \$216,666.00.



**Agenda Item:** Finance Committee  
Agenda Item #F-12

**Month, Year:** May, 2024

**Major Program:** Families Forward

**Component Program:** Residential

**Agenda Item Title:** Revenue Contract – New Lease: 4233 Appletree Lane  
Lansing, Michigan 48917

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this new revenue lease contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties, (CMHA-CEI) as landlord, will lease 3,233 square feet of non-ambulatory residential space commonly known as 4233 Appletree Lane Lansing Michigan 48917 directly to McBride Quality Care whose address is P.O. Box 387, 209 East Chippewa St. Mt. Pleasant, MI 48858 as tenant, for the period of June 1, 2024 through May 31, 2027 and pay as follows:

Tenant shall pay Landlord the sum of Thirty-One Thousand Five Hundred Twenty-One Dollars and 75/100 cents (\$31,521.75) at the monthly rate of Two Thousand Six Hundred Twenty-Six Dollars and 81/100 cents (\$2,626.81) per month to be received on or before the first of each month.

The lease includes as option to terminate providing 6 months advance written notice. This lease also runs concurrent to the provider contract and if the provider contract is terminated the lease is also automatically terminated as one cannot exist without the other.

The expense of this lease is reflected in CMHA-CEI's FY 2024 budget. The lease contract will not affect CMHA-CEI's fund balance.

**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, and Ingham Counties (CMHA-CEI) authorize staff to enter into a new lease contract to lease 3,233 square feet of non-ambulatory residential space commonly known as 4233 Appletree Lane Lansing, Michigan 48917 directly to McBride Quality Care, whose address is P.O. Box 387, 209 East Chippewa St. Mt. Pleasant, MI 48858, as Tenant, for the period of June 1, 2024 through May 31, 2027 and where McBride Quality Care will pay to CMHA-CEI as follows:

Tenant shall pay Landlord the sum of Thirty-One Thousand Five Hundred Twenty-One Dollars and 75/100 cents (\$31,521.75) at the monthly rate of Two Thousand Six Hundred Twenty-Six Dollars and 81/100 cents (\$2,626.81) per month to be received on or before the first of each month.



**Agenda Item:** Finance Committee  
Agenda Item #F-13

**Month, Year:** May, 2024

**Major Program:** Adult Mental Health Services

**Component Program:** Outpatient Adult Mental Health Clinic

**Agenda Item Title:** Expense Contract: Lease Renewal - 801 South Waverly Road  
Lansing, Michigan 48917 (Waverly Wellness)

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this expense contract addendum to existing lease, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will continue to lease 6,345 square feet for suites 202, 203, 204 and now add an additional 1653 square feet for suite 205 of the property located at 801 South Waverly Road, Ingham County, Lansing, Michigan 48917 from 801 S. Waverly LLC Inc., a corporation whose address is 801 S. Waverly Road Suite 301, Lansing, Michigan 48917-4200; for the period of June 1, 2024 through February 28, 2027 in accordance with the existing lease and pay as follows:

Eleven Thousand Fourteen and 46/100 Dollars (\$11,014.46) per month for Suites 202, 203, 204 and 205 beginning June 1, 2024 for a total amount of 7,998 square feet.

The lease addendum includes an annual 3% increase for years beginning March 2025 and 2026 where the original lease expires on February 28, 2027.

The proposed lease space, at 801 South Waverly Road, Ingham County, Lansing Michigan is an existing office building that has a variety of professional office tenants that share the building space. The portion used by the CMHA-CEI's Adult Mental Health Clinic (Waverly Wellness) is for providing outpatient therapy. The building is located close to the local CATA Bus route on South Waverly Road. The building proximity to both Ingham and Eaton Counties is beneficial to the consumers we serve.

The expense of this lease is reflected in CMHA-CEI's FY 2024 budget. The expense is allocated against the Adult Mental Health Clinic Program Budget and is funded directly by Medicaid and Healthy Michigan dollars. The lease contract will not affect CMHA-CEI's fund balance.

**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, and Ingham Counties (CMHA-CEI) amend the existing expense lease contract with the following conditions as stated in the addendum to existing lease: to lease an additional 1,653 square feet for suite 205 for the property located at 801 South Waverly Road, Ingham County, Lansing, Michigan 48917 from 801 S. Waverly LLC Inc., a corporation whose address is 801 S. Waverly Road Suite 301, Lansing, Michigan 48917-4200; for the period of June 1, 2024 through February 28, 2027 in accordance with the existing lease and pay as follows:

Eleven Thousand Fourteen and 46/100 Dollars (\$11,014.46) per month for Suites 202, 203, 204 and 205 beginning June 1, 2024 for a total amount of 7,998 square feet. The lease addendum includes an annual 3% increase for years beginning March 2025 and 2026 where the original lease expires on February 28, 2027.



**Agenda Item:** Finance Committee  
Agenda Item #F-14

**Month, Year:** May, 2024

**Major Program:** Clinical Services for the Developmentally Disabled

**Component Program:** Residential

**Agenda Item Title:** Expense Contract - Lease Renewal: 1520 West Wieland  
DeWitt Township, Michigan

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this lease renewal contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will lease the property at 1520 West Wieland in DeWitt Township, Clinton County, Michigan from Sko (Roseanne) Schafer residing at 905 Glenwood Terrace Anniston, Alabama 36207, for the period of May 1, 2024 through April 30, 2027 and pay as follows:

CMHA CEI shall pay to the Lessor for the premises during the period of May 1, 2024 through April 30, 2027, the sum of Twenty-Three Thousand Eight Hundred Thirty dollars (\$23,830.00) -- per annum and payable in installments of One Thousand Nine Hundred Eighty-Five dollars and 83/100 (\$1985.83) --per month.

This property is a residential group home with 1,736 square feet of residential floor space serving consumers with developmental disabilities. The rental rate is based on market value of the property and current rentals. The expense of this lease is reflected in CMHA-CEI's FY 2024 budget. The lease contract will not affect CMHA-CEI's fund balance.

**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, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the lease of property at 1520 West Wieland in DeWitt Township, Clinton County,

Michigan from Sko (Roseanne) Schafer residing at 905 Glenwood Terrace Anniston, Alabama 36207, for the period of May 1, 2024 through April 30, 2027 and pay as follows:

CMHA CEI shall pay to the Lessor for the premises during the period of May 1, 2024 through April 30, 2027, the sum of Twenty-Three Thousand Eight Hundred Thirty dollars (\$23,830.00) --per annum and payable in installments of One Thousand Nine Hundred Eighty-Five dollars and 83/100 (\$1985.83) --per month.