



Program and Planning Committee Members

Raul Gonzales, Chairperson
Al Platt, Vice Chairperson
Jason White
Joe Brehler
Tim Hanna
Dianne Holman
Paul Palmer

PROGRAM & PLANNING AND FINANCE COMMITTEE

AGENDA

Wednesday, June 12th, 2023

5:30 p.m.

812 E. Jolly Rd, Atrium

Lansing, MI 48910

Finance Committee Members:

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

Join Zoom Meeting

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

Meeting ID: 985 4747 0124

***Action Items**

- 1. Call to Order**
- 2. Previous Meeting Minutes – May 8th and May 13th**
- 3. Adoption of Agenda**
- 4. Public Comment on Agenda Items**

PROGRAM AND PLANNING COMMITTEE BUSINESS ITEMS:

- *5. New Expense Contract: Kellogg Hotel & Conference Center
– Gwenda Summers**
- *6. New Expense Contract: Andy Venn (Residential Type A) – Shana Badgley**
- *7. New Expense Contract: Muse Berhe (Residential Type A) – Shana Badgley**
- *8. New Expense Contract: New Expense Contract: Piper & Gold Public Relations,
LLC**
- 9. Unfinished Business**
- 10. New Business**

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.

11. Public Comment

FINANCE COMMITTEE BUSINESS ITEMS:

- *12. Revenue Lease Contract Extensions: Type B Group Homes, Service Providers
– John Peiffer**
- *13. Revenue Contract Renewal: Professional Consulting Services – Shana Badgley**
- *14. Expense Contract Renewal: Insight – Joanne Holland**
- *15. Expense Contract Renewal: Service Express – Joanne Holland**
- *16. Acceptance of Budget Principles and Budget Development Calendar for Fiscal
Year 2024/2025 – Sue Panetta**
- 17. Unfinished Business**
- 18. New Business**
- 19. Public Comment**
- 20. Adjournment**



PROGRAM AND PLANNING COMMITTEE

Meeting Minutes
Monday, May 13th, 2024
5:30 p.m.
812 E. Jolly Rd, Atrium
Lansing, MI 48910

Join Zoom Meeting
<https://zoom.us/j/94026869514>
Meeting ID: 940 2686 9514

Committee Members Present:

Raul Gonzales
Joe Brehler
Paul Palmer via Zoom – South Lansing, MI
Tim Hanna
Al Platt
Dianne Holman

Committee Members Excused:

Jason White

Staff Present

Darby Vermeulen, Sara Lurie, Karla Block, Shana Badgley, Elise Magen, Dr. Jennifer Stanley

Other Board Members Present:

None

Public Present:

None

Others Present

None

Call to Order:

The meeting was called to order by Chairperson Raul Gonzales at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Al Platt and SUPPORTED by Paul Palmer to approve the Program and Planning Committee meeting minutes of April 8th, 2024.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Tim Hanna and SUPPORTED by Paul Palmer to adopt the revised agenda of May 13th, 2024 with the addition of a Consumer Advisory Council Update provided by Sara Lurie added under New Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

New Expense Contract: HMCo – Environmental Modification, Children’s Supports Waiver – CSW

John Peiffer presented this item for a consumer’s home. Their restroom will be modified for better accessibility. John said the bids were all received and HMCo’s was the lowest. He noted that the home has a ramp

previously provided by CEI, as well as a new entry door to the home. Sara wanted to note that this contract is still pending MSHN approval. John is hoping they will approve quickly so the work can start in June. Karla said there are strict rules around environmental modifications, and MSHN has to sign off on CSW items in particular.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Tim Hanna that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new expense contract with HMCo P.O. Box 4883 East Lansing, MI 48823 for the total costs identified below for environmental modifications to begin June 1, 2024 and be completed by September 30, 2024.

RATE SCHEDULE

Service	Company	Code	Rate	Unit
Environmental Modification (Children’s Supports Waiver Service)	HMCo	S5165	Not to exceed \$32,107.80	Per Service

Note: Price is in accordance with HMCo bid received on 5/10/2024.

MOTION CARRIED unanimously.

New Expense Contract: Guardianship Services - Comprehensive Payee Services
 Shana Badgley presented this item for another guardianship option for CEI. This business is owned by a previous CEI employee of 30 years.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract with William Hay of Comprehensive Payee Services to purchase guardianship services for the retroactive period of January 1, 2024 to September 30, 2024 and pay the amounts below for those services.

Services as approved by Program Liaison	Amount per month per consumer
Guardianship Services without Payee Services	\$70.00
Guardianship Services with Payee Services	\$75.00

MOTION CARRIED unanimously.

New Expense Contract: Comprehensive Speech & Therapy Center

Karla Block presented this new ABA provider to the committee. The center is located in Jackson. The State plan allows ABA services for young adults up to age 21.

ACTION:

MOVED by Paul Palmer and SUPPORTED by Dianne Holman that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract with Comprehensive Speech & Therapy Center to provide the services at the rates listed below, for the period of April 1, 2024 through September 30, 2024.

Code	Service Description	Modifiers	Reporting Units	Provider Type	BCBA	BCaBA	QBHP	LP/LLP	BT
97151	ABA Behavior Identification Assessment	AH, HN, HO, HP, U5, ST	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
0362T	Behavior Follow-Up Assessment	AF, AG, AH, HN, HO, HP, SA	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97153	ABA Adaptive Behavior Treatment, Individual	AF, AG, AH, HM, HN, HO, HP, SA, TD	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$15.90	\$15.90	\$15.90	\$15.90	\$14.03

97154	ABA Adaptive Behavior Treatment, Group	AF, AG, AH, HM, HN, HO, HP, TD, SA, UN, UP, UQ, UR, US	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$5.19	\$5.19	\$5.19	\$5.19	\$4.83
97155	Clinical Observation and Supervision	AH, HN, HO, HP, AF, AG, SA	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97156	Family Training	AH, HN, HO, HP, AF, AG, SA	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97157	Family Training, Multiple Families	AH, HN, HO, HP, AF, AG, SA, UN, UP, UQ, UR, US	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$12.00	\$8.50	\$12.00	\$12.00	
97158	Adaptive Behavior Treatment Social Skills Group	AH, HN, HO, HP, AF, AG, SA, UN, UP, UQ, UR, US	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$8.57	\$6.07	\$8.57	\$8.57	
0373T	Direct Treatment, Requiring Two or More Technicians	AF, AG, AH, HM, HN, HO, HP, SA	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$30.90	\$22.15	\$30.90	\$30.90	\$28.40

MOTION CARRIED unanimously.

2024 Mid-State Health Network Corporate Compliance Plan & 2023 Mid-State Health Network Annual Compliance Summary Report

Elise Magen said we currently adopt the MSHN Compliance Plan. She noted that the OIG is now requiring CEI to report how many staff are being trained through Compliance, which is the biggest change to the plan.

ACTION:

MOVED by Tim Hanna and **SUPPORTED** by Paul Palmer that the Program and Planning Committee of the CMHA-CEI Board of Directors approve the adoption of the 2024 Mid-State Health Network Corporate Compliance Plan and the 2023 Mid-State Health Network Annual Compliance Summary Report.

MOTION CARRIED unanimously

Unfinished Business

None

New Business

***a. Select Vice Chair for Program and Planning Committee as of May 1, 2024**

ACTION:

MOVED by Tim Hanna and **SUPPORTED** by Joe Brehler that Al Platt become Vice Chair for the Program and Planning Committee.

MOTION CARRIED unanimously

***b. Select Date and Time for Program and Planning Committee as of May 1, 2024**

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Paul Palmer to keep the current date and time of the Program and Planning Committee meetings for the next year (second Wednesday of each month at 5:30 p.m.).

MOTION CARRIED unanimously

c. CAC Update

Sara said the CAC has been developing the rules for the new Board liaison. The CAC had asked that these rules be communicated to the P&P Committee. The newest rules are in regards to the liaison and the alternate. The roles for these individual are as follows:

1. CAC Representative will attend either in-person or virtually and present a monthly CAC update and recommendations to the CMHA Board of Directors under a CAC Update Agenda item on the meeting agenda.
2. CAC Representative will confer with CAC Members on the content of updates and recommendations for the Board prior to the meeting.
3. CAC Representative will assure that timely updates are provided to the CAC following the Board Meeting via a standing agenda item on the CAC monthly agenda.
4. CAC Alternate will fulfill the responsibilities of the CAC Representative when the CAC Representative is not available to attend CAC or Board Meetings.
5. CAC Alternate will attend a minimum of three Board of Directors Meetings over the course of the year to accompany and observe the CAC Representative as part of preparing to fulfill the CAC Representative Role.
6. CAC Alternate will take on the CAC Representative Role the next year and a new alternate will be appointed.
7. Should the selected CAC Representative's term end while in the role, the alternate will assume the role.
8. Should the CAC Alternate's term end while in the role, a new alternate will be selected.

Sara said the CAC still has to figure out how to equip the liaison with tools for Board meetings.

Joe wondered if the term of the liaison would line up with the Board member terms? Sara said possibly, the first term could be October 1st through April like the Board, and the rest of the terms could line up with the Board's. She will have to bring this back to the group. Tim asked if there was already someone chosen? Sara said no, they have to decide how to choose the liaison still.

Sara clarified that the CAC report at the Board meetings will be taken from Raul and given to the CAC liaison and will be moved to the beginning of the Board agenda.

Public Comment:

None

The meeting was adjourned at 6:00 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, June 10th, 2024 at 5:30pm, 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

**Darby Vermeulen
Finance Administrative Assistant**



Community
MENTAL HEALTH
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FINANCE COMMITTEE

Meeting Minutes

Wednesday, May 8th, 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

Raul Gonzales

Dwight Washington

Committee Members Excused:

Ryan Sebolt

Paula Yensen

Staff Present

Sara Lurie, Sue Panetta, Darby Vermeulen, John Peiffer, Morgan

McKittrick, Amy Rottman, Joanne Holland, Shana Badgley, Karla Block

Other Board Members Present:

Dianne Holman

Finance Committee Meeting

May 8th, 2024

Public Present:

Tyler Joldersma – Enterprise

Others Present

None

Call to Order:

The meeting was called to order by Chairperson Tim Hanna at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Joe Brehler and SUPPORTED by Dwight Washington to approve the Finance Committee meeting minutes of April 10th, 2024.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Dwight Washington and SUPPORTED by Raul Gonzales to adopt the amended agenda of May 8th, 2024 with the revision of moving action item #9, 'New Expense Contract: 2024 Vehicle Lease Program' to the beginning of the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

New Expense Contract: 2024 Vehicle Lease Program

John Peiffer introduced Tyler Joldersma from Enterprise Fleet Management to the committee. John reviewed CEI's vehicle history from the last several years. He said there was a gap where we didn't purchase vehicles for five years. John's team has done the best job they can to keep the current fleet in shape, but it's time for new vehicles. Tyler introduced himself to the committee. He said Enterprise works with several CMHs in Michigan and is familiar with how they work. Tyler shared that Enterprise manages its own fleet of nearly 2 million vehicles.

Tyler then reviewed CEI's fleet synopsis. He said CEI currently has an aged fleet,

with 64% of vehicles being over 10 years old. The current fleet age is negatively impacting the overall budget and fleet operations. Tyler said CEI is looking at a savings of about \$900k over the next 10 years with leasing vehicles. He noted that new vehicles will require much less maintenance, saving CEI dollars over each month. Tyler said that Enterprise has a comprehensive maintenance program using businesses in the local community. John said we will likely lease 100-105 vehicles at any time.

Joe Brehler asked about terminating the contract if needed? Tyler said CEI would just have to pay off the leases for the cars in our inventory and that would be it. Discussion ensued about electric vehicles and what the cost would look like for CEI leasing electric vehicles. John said the plan was to include a couple of electric cars in the fleet.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Joe Brehler that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new expense contract for new leased vehicles with Enterprise Fleet Management Inc., 2720 28th 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.

MOTION CARRIED unanimously.

Expense Contract Amendments: Residential Type B

Karla Block presented this item for CEI's B Homes. She is presenting this to the committee after the B-Home RFP process, which happens every three years. The homes below were selected through the RFP process.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Finance Committee of the CMHA-CEI Board of Directors 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

MOTION CARRIED unanimously.

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 presented this item for a contract renewal with MDHHS.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Joe Brehler that the Finance Committee of the CMHA-CEI Board of Directors 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.

MOTION CARRIED unanimously.

Expense Contract Renewals

MOVED by Joe Brehler and **SUPPORTED** by Dwight Washington 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: ProAssurance Casualty Company (Professional Liability Insurance Renewal)

Under this contract renewal, ProAssurance Casualty will provide CMHA-CEI with professional liability (malpractice) insurance for the period of April 1, 2024 through April 1, 2025 and pay \$92,286.00 for this insurance coverage.

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

With this contract renewal, The Accident Fund Insurance Company will 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.

MOTION CARRIED unanimously.

Expense Contracts

MOVED by Joe Brehler 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 expense contracts based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

812 East Jolly Road Electrical System Improvements and PDU Project

Under this new contract, CMHA-CEI will pay Summit Electrical Contractors P.O. Box 219 Haslett, Michigan 48840 for this project in the amount of \$42,100.00.

812 E Jolly Road: Parking Lot Asphalt Paving

John Peiffer noted that this item is being presented again because the last vendor was too busy in the Fall and not able to complete the work. This bid is lower than the last vendor, so things worked out in CEI's favor. CMHA-CEI will enter into an expense contract with Leavitt & Starck Excavating Inc., 16220 National Parkway Lansing, MI 48906 and pay \$216,666.00.

MOTION CARRIED unanimously.

Revenue Contract – New Lease: 4233 Appletree Lane Lansing, Michigan 48917

John said we used to have a contract with CBI for this location. CBI moved out and we renovated the home, and now McBride is taking over the home.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Finance Committee of the CMHA-CEI Board of Directors 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.

MOTION CARRIED unanimously.

Expense Contract – Lease Renewals

MOVED by Joe Brehler and SUPPORTED by Dwight Washington 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 lease renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

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

Under this renewal addendum, CEI will 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.

Expense Contract - Lease Renewal: 1520 West Wieland DeWitt Township, Michigan

With this contract, 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.

MOTION CARRIED unanimously.

Unfinished Business

None

New Business

a. Q2 Financial Statement Review

Amy Rottman presented the financials through March 31st, 2024. She noted that CEI's current assets total \$68.1M. Liabilities as of 3/31 totaled \$116M. We currently have a negative balance in unrestricted net position, which is due to the pension liability.

Amy noted that year to date, we are tracking well as far as the operating revenues go. We are at \$98.7M as of March 31, which is about \$5M under budget. This is related to some vacancies in positions that were previously added to the budget.

The total operating expenses are at \$96M, which results in a difference in budget of about \$2M through March.

Amy then reviewed operating expenses by functional area. We are under budget in the claims and state inpatient budget line, which is likely because our projected increase in services is not as expected.

Amy wanted to note that another item on the report is Incurred but Not Reported (IBNR). This is an estimated number. We are currently expecting to spend less with the provider network than was expected when discussing the revised budget in December.

Then Amy reviewed the bucket report. This report is broken out by funding type. It is used to calculate what our return to MSHN may be at the end of the year. We are

projecting to lapse about \$14M by the end of FY24 at this point. Amy reminded the group that there are still several vacancies in positions where some of these dollars will be used. Sara wanted to emphasize that CEI has been hiring like crazy. Our job postings are down considerably.

Joe asked about additional Medicaid revenue from re-enrollments? Amy said we are still seeing additional dollars over what was projected.

When looking at the CCBHC column, we have total earned revenue of \$28.9M based on daily visits and the PPS-1 rate. Our cost to provide these services was \$25.2M, so we get to keep \$3.7M. This money is integral to keeping services afloat. When projecting this money out, our surplus will grow to about \$5.5M. Amy said the PPS-1 rate is dropping by about \$23. This is readjusted every year.

***b. Select Vice Chair for Finance Committee as of May 1, 2024**
Raul Gonzales nominated Joe Brehler.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Dwight Washington that Joe Brehler become Vice Chair for the Finance Committee.

MOTION CARRIED unanimously.

***c. Select Date and Time for Finance Committee as of May 1, 2024**

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Raul Gonzales to keep the current date and time of the Finance Committee meetings for the next year (second Wednesday of each month at 5:30 p.m.).

MOTION CARRIED unanimously.

Sara wanted to recognize the work that Sue and her Finance team have done to complete the B Home RFP. She went on to say that the fleet management idea was Sue's and she has been working alongside Sue and Sara to complete this project. Sue said she has gone through this process at a previous organization and it makes a lot of fiscal sense for CEI.

Public Comment:

None

The meeting was adjourned at 7:03 p.m. The next regularly scheduled Finance Committee meeting is Wednesday, June 12th, 2024 5:30pm, 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Darby Vermeulen

Finance Administrative Assistant



Agenda Item: Program and Planning Committee
Agenda Item #P-5

Month, Year: June, 2024

Major Program: Families Forward

Component Program: Children’s Trauma Initiative (TF-CBT grant)

Agenda Item Title: New Expense Contract: Kellogg Hotel & Conference Center

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, Ingham Counties will purchase services from Kellogg Hotel & Conference Center, to utilize their venue location to host the annual MDHHS Statewide Children’s Mental Health Conference on May 5-7, 2025. CMHA-CEI will pay no more than \$84,500 for these services.

The budget amount was built based on previous expenditures on behalf of this event, along with anticipated expense increases related to inflation, an increase in attendees, etc. This is subject to change based on actual billing. Changes will be reflected in the MDHHS requested amendment that will be completed in May of 2025.

Expenses from this contract are reflected in CMHA-CEI’s FY24 (on behalf of a required venue deposit) and FY25 budgets. The revenue sources that support this contract are federal block grant dollars. Indirect costs are reimbursed at 6.33% for FY 2024 and 10% for FY 2025.

SUMMARY OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

Kellogg Hotel & Conference Center will be the host site for the FY 2025 MDHHS Statewide Children’s Mental Health Conference and provide conference room space and meals.

STAFF RECOMMENDATIONS:

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

The Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize

CMHA-CEI to enter into a contract with Kellogg Hotel & Conference Center and pay no more than \$84,500 for those services for the period of May 5, 2025 through May 7, 2025.



Agenda Item: Program and Planning Committee
Agenda Item #P-6

Month, Year: June, 2024

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

Component Program: Residential

Agenda Item Title: New Expense Contract: Andy Venn (Residential Type A)

SUMMARY OF CONTRACT/PROPOSAL:

Under this new contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase specialized residential services for AMHS and CSDD consumers from Andy Venn at the facilities listed below for the retroactive period of April 1, 2024 through September 30, 2024.

Facility(ies)		
Name	Address	License Number
Magnify Home Care	1726 Teel Ave Lansing, MI 48910	AS330417322
Glorify AFC Home	1728 Teel Ave Lansing, MI 48910	AS330418049

The expense of this contract is reflected in CMHA-CEI’s FY 2024 budget. The revenue sources that support the contract are Medicaid, Healthy Michigan Plan (HMP), Habilitative Supports Waiver (HSW), Medicaid Spend-down/Deductible, State General fund dollars and other Community Mental Health Services Programs (CMHSP) through County of Financial Responsibility (COFR) agreements, and Local funding. The expense of the contract is reflected in the various contract residential line items of the AMHS and CSDD residential budgets. The contract will not affect CMHA-CEI’s fund balance.

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

Services provided under this contract include a range of residential care to MI and DD

adults defined by one of three levels of service intensity. Overall, the provider is reimbursed at the same rate for each level of care. Occasionally, rates are supplemented to reflect additional costs such as day treatment transportation or an exceptional level of care based on consumer needs. The provider listed is appropriately licensed and fully-qualified under Michigan Department of Health and Human Services and Licensing and Regulatory Affairs requirements.

STAFF RECOMMENDATION:

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

The Program and Planning 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 Andy Venn, including the provider’s licensed Adult Foster Care facilities as requested and approved by management to meet consumer need, to purchase residential services at the rates below independent of any amount paid to the home for room and board as calculated in the consumer’s ability to pay for the retroactive period of April 1, 2024 through September 30, 2024.

Facility(ies)		
Name	Address	License Number
Magnify Home Care	1726 Teel Ave Lansing, MI 48910	AS330417322
Glorify AFC Home	1728 Teel Ave Lansing, MI 48910	AS330418049

Fee Schedule				
Service Level	Service Description	Billing Code	Unit	Rate
Level II A	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$132.08
Level II AA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$155.39
Level II AAA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$178.70



Agenda Item: Program and Planning Committee
 Agenda Item #P-7

Month, Year: June, 2024

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

Component Program: Residential

Agenda Item Title: New Expense Contract: Muse Berhe (Residential Type A)

SUMMARY OF CONTRACT/PROPOSAL:

Under this new contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase specialized residential services for AMHS and CSDD consumers from Muse Berhe at the facility listed below for the retroactive period of May 1, 2024 through September 30, 2024.

Facility(ies)		
Name	Address	License Number
Senay AFC	4901 Tressa Dr. Lansing, MI 48910	AS330417936

The expense of this contract is reflected in CMHA-CEI’s FY 2024 budget. The revenue sources that support the contract are Medicaid, Healthy Michigan Plan (HMP), Habilitative Supports Waiver (HSW), Medicaid Spend-down/Deductible, State General fund dollars and other Community Mental Health Services Programs (CMHSP) through County of Financial Responsibility (COFR) agreements, and Local funding. The expense of the contract is reflected in the various contract residential line items of the AMHS and CSDD residential budgets. The contract will not affect CMHA-CEI’s fund balance.

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

Services provided under this contract include a range of residential care to MI and DD adults defined by one of three levels of service intensity. Overall, the provider is reimbursed at the same rate for each level of care. Occasionally, rates are supplemented

to reflect additional costs such as day treatment transportation or an exceptional level of care based on consumer needs. The provider listed is appropriately licensed and fully-qualified under Michigan Department of Health and Human Services and Licensing and Regulatory Affairs requirements.

STAFF RECOMMENDATION:

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

The Program and Planning 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 Muse Berhe, including the provider’s licensed Adult Foster Care facilities as requested and approved by management to meet consumer need, to purchase residential services at the rates below independent of any amount paid to the home for room and board as calculated in the consumer’s ability to pay for the retroactive period of May 1, 2024 through September 30, 2024.

Facility(ies)		
Name	Address	License Number
Senay AFC	4901 Tressa Dr. Lansing, MI 48910	AS330417936

Fee Schedule				
Service Level	Service Description	Billing Code	Unit	Rate
Level II A	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$132.08
Level II AA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$155.39
Level II AAA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$178.70



Agenda Item: Program and Planning Committee
Agenda item #P-8

Month, Year: June, 2024

Major Program: Quality, Customer Service, and Recipient Right (QCSRR)

Component Program: Prevention and Outreach

Agenda Item Title: New Expense Contract: Piper & Gold Public Relations, LLC

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase services from Piper & Gold Public Relations, LLC to provide public relations and branding services related to the new Crisis Stabilization Center from June 1, 2024 through September 30, 2024 in the amount of \$51,000.

The revenue and expense of this contract are not reflected in CMHA-CEI’s FY 2024 budget. This contract will not adversely affect the CMHA-CEI fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

The work outlined below encompasses branding and community engagement services Piper & Gold will provide based on discovery conversations surrounding the original branding and public relations services proposal for the new Crisis Stabilization Center. Budget has been allocated according to the recommended deliverables and actions that Piper & Gold believes will best serve CMHA-CEI and its community efforts.

SCOPE OF WORK	BUDGET
Develop a brand and name for the new crisis center	
Deliverable: Host 2-4 focus groups and/or employ other strategies to gain feedback from stakeholders to understand community perception and keywords to develop the brand.	\$15,000

<ul style="list-style-type: none"> • In addition to understanding how the crisis center can visually integrate into the community, exploration around each of the identified, prioritized audiences in their needs, perception and how to best reach them. 	
<p>Deliverable: Development of brand guidelines/brand standards.</p> <ul style="list-style-type: none"> • Connecting with CMHA-CEI project designers and stakeholders and explore the building site. • Style, keywords, iconography. • These concepts are then tested, discussed, enhanced and a chosen concept is finalized into what will become the visual brand for the crisis center. • We typically try to adhere to three rounds of revisions once the concepts are presented and narrowed down by organizing structured opportunities for feedback that maintain the timeline and avoid going around in circles. • Stakeholder engagement for final buy-in. 	\$12,000
<p>Community stakeholder survey/other community involvement</p>	
<p>Research: Research will be an important component that can use a variety of tactics to learn about how the crisis stabilization center will be perceived by the community, mitigate risks and provide opportunities for feedback.</p> <ul style="list-style-type: none"> • Prioritized and can include: <ul style="list-style-type: none"> ○ Send out a digital survey to source easy-to-capture data from a larger group of people and identify trends. ○ Host 1-2 focus groups to have dialogue and activities to understand context behind individual perceptions, preferences and needs. <ul style="list-style-type: none"> ▪ Prioritize audiences: <ul style="list-style-type: none"> • Community stakeholders, neighborhood members and the general public. • People at risk and in need of services. 	\$12,000
<p>Media and community outreach</p> <ul style="list-style-type: none"> • Deliverable: Identification of impacted stakeholders. <ul style="list-style-type: none"> ○ Community and media stakeholder engagement maps for the tri-county region to serve as an ongoing resource that is both searchable and used as a tracking tool for ongoing outreach and engagement. • Deliverable: Press release/media advisory <ul style="list-style-type: none"> ○ Piper & Gold has access to media distribution lists as well as established relationships with area outlets and can coordinate these efforts. • Deliverable: Talking points. 	\$12,000

<ul style="list-style-type: none"> ○ Event or program-specific talking points would include 8-10 key messages. 	
TOTAL BUDGET JUNE-SEPT. 2024	\$51,000

STAFF RECOMMENDATION:

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

The Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a new contract with Piper & Gold Public Relations, LLC to provide public relations and branding services related to the new Crisis Stabilization Center from June 1, 2024 through September 30, 2024 in the amount of \$51,000.



Agenda Item: Finance Committee
Agenda Item #F-12

Month, Year: June, 2024

Major Program: Clinical Services for the Developmentally Disabled,
Adult Mental Health Services

Component Program: Residential

Agenda Item Title: Revenue Lease Contract Extensions: Type B Group Homes, Service Providers

SUMMARY OF CONTRACT/PROPOSAL:

Under these lease contract extensions (29), Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will lease property (as Landlord) to Type B Service Provider's (as Tenant) to occupy (29) CMHA-CEI locations for an additional period through September 30, 2024. All lease contracts are contingent upon the Type B Service Provider Contracts. All lease contracts will have the same date range (contract period) as the Type B Service Provider Contracts. Should either party (CMHA-CEI or the Type B Service Provider) decide to terminate the Type B Service Provider Contract, the Lease will be terminated.

The lease extension period shall continue existing leases through September 30, 2024.

The attached spreadsheet included with this fact sheet provides a listing of all (29) Group Homes, including: Property Name, Address, Type B Service Provider Name, and Lease Revenue amount by month. Each property listed is a residential group home, serving consumers with mental illness and/or developmental disabilities.

The revenue of all leases is part of the two part CMHA-CEI Business model with our Type B Group Home Service Providers. Part I: Service Provider Contract and Part II: CMHA-CEI Revenue Lease Contract and these lease extensions are reflected in CMHA-CEI's FY 2024 budget. The lease contract extensions 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 extend the existing leases with addendums to lease property (as Landlord) to Type B Service Provider's (as Tenant) for them to occupy (29) CMHA-CEI property locations for an additional period through September 30, 2024 at the rental rates as indicated in the attached spreadsheet which includes: Property Name, Address, Type B Service Provider Name, and Lease Revenue amount by Month.

Should either party (CMHA-CEI or the Type B Service Provider) decide to terminate the Type B Service Provider Contract, the lease will be terminated.

Current Provider	Location	Address	City	Current Lease
Alternative Community Living Inc. - Hope Network New Passages	Coulson Court	6430 Coulson Ct	Lansing	\$3,696.99
Alternative Community Living Inc. - Hope Network New Passages	Eureka	7808 Fremont St	Eureka	\$3,981.25
Alternative Community Living Inc. - Hope Network New Passages	Holt	5850 Holt Rd	Holt	\$1,861.44
Alternative Community Living Inc. - Hope Network New Passages	Loretta	6040 Loretta	Lansing	\$2,892.50
Alternative Services Inc.	Bradford	7757 Chandler Rd	St Johns	\$2,382.25
Alternative Services Inc.	Oxford-Mason	3375 Harper Rd	Mason	\$1,861.44
Alternative Services Inc.	Van Atta	4817 Van Atta Rd	Okemos	\$2,619.50
Alternative Services Inc.	Williamston	3962 Vanetter Rd	Williamston	\$1,861.44
Alternative Services Inc.	Willoughby	5343 Willoughby Rd	Lansing	\$3,246.67
Bay Human Services	Heritage	4020 Aurelius Rd	Lansing	\$4,390.00
Bay Human Services	New Beech	415 Beech St	Charlotte	\$3,069.63
Central State Community Services Inc.	State	7099 State Rd	East Lansing	\$2,898.00
Central State Community Services Inc.	Webb	303 W Webb Dr	Dewitt	\$2,302.63
McBride Quality Care Services	Grand Ledge	803 W Main St	Grand Ledge	\$3,205.00
McBride Quality Care Services	Schavay	1009 Schavay	Dewitt	\$2,203.81
McBride Quality Care Services	Turner	14354 Turner Rd	DeWitt	\$2,704.81
Nova Vida	Bittersweet	4535 Bittersweet Ln	Lansing	\$2,678.00
Nova Vida	Otto	1693 N Otto Rd	Charlotte	\$3,233.75
Open Arms	Boichot	14120 Boichot Rd	Lansing	\$2,184.54
Open Arms	Carlisle	1369 Carlisle Rd	Charlotte	\$2,005.04
Open Arms	New Horizon	13768 Airport Rd	Lansing	\$2,322.94
Open Arms	Stoll	3285 W Stoll Rd	Lansing	\$2,837.25
Residential Options Inc.	Dewitt	11262 Dewitt Rd	Dewitt	\$3,262.19
Residential Options Inc.	Green Meadows	439 Green Meadows	Lansing	\$3,290.63
Residential Options Inc.	Kemler	3138 Kemler Rd	Eaton Rapids	\$2,436.69
Residential Options Inc.	Thomas L Parkway	841 Thomas L Parkway	Lansing	\$2,038.08
Valley Residential Services Inc.	Greenfield	12450 W Greenfield	Lansing	\$1,819.17
Valley Residential Services Inc.	Mulliken	9120 E Eaton Hwy	Mulliken	\$1,729.75
Valley Residential Services Inc.	Santee	138 E Santee	Charlotte	\$1,943.27



Agenda Item: Finance Committee
Agenda Item #F-13

Month, Year: June, 2024

Major Program: Adult Mental Health Services

Component Program: Adult Mental Health Services

Agenda Item Title: Revenue Contract Renewal: Professional Consulting Services

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract renewal with Professional Consulting Services (PCS), Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will provide a full array of adult mental health services to adults with serious and persistent mental illness in support of the Michigan Prisoner Re-Entry Initiative (MPRI), Michigan Department of Corrections (MDOC)/Re-Entry Project for Offenders with Special Needs. CMHA-CEI will receive a fee for services provided, per the DOC schedule of fees below, for any DOC/Re-Entry Project for Special Needs referral who is not yet enrolled in Medicaid and who has a serious and persistent mental illness.

The revenue of this contract is reflected in CMHA-CEI's FY 2024 budget. The revenue source that supports this contract is the fees paid by PCS for referrals from the DOC/Re-Entry Project for Offenders with Special Needs project. The expenses of this contract are reflected in the existing Adult Mental Health Services, Case Management 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:

Under this contract, CMHA-CEI will serve adults with serious and persistent mental illness who are released or paroled from prison. These consumers will meet all of the existing thresholds for AMHS services and will qualify for AMHS services regardless of their relationship with the DOC/Re-entry Project for Offenders with Special Needs. Under the contract with PCS, CMHA-CEI will perform psychosocial assessments, psychotropic medications, and provide non-clinical services and supports such as housing assistance, transportation, or other mentoring services. PCS will pay CMHA-CEI for services for DOC/Re-Entry Project for Offenders with Special Needs referrals until such time that the consumer is enrolled in Medicaid. In addition to paying for services until the consumer is enrolled in Medicaid, this contract ensures coordination and cooperation with the DOC/Re-Entry Project for Offenders with Special Needs as well as with probation/parole officers.

STAFF RECOMMENDATION:

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

The Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract renewal with Professional Consulting Services to provide a full array of adult mental health services to adults with serious and persistent mental illness in support of the Michigan Prisoner Re-Entry Initiative (MPRI), Michigan Department of Corrections (MDOC)/Re-Entry Project for Offenders with Special Needs for the retroactive period of October 1, 2023 to August 31, 2024 and receive reimbursement for services, per the DOC schedule of fees for those services below.

Code	Professional Consulting Services Description	Unit	Rate
90791	Psychiatric Evaluation	encounter	\$192.12
90832	Individual Therapy-half	encounter	\$50.66
90834	Individual Therapy	encounter	\$101.33
90853	Group Therapy	hour	\$51.02
96101	Psychological Testing	hour	\$91.47
99212	Medication Review (10 minutes)	event	\$40.42
99213	Medication Review (15 minutes)	event	\$55.38
99214	Medication Review (25 minutes)	event	\$80.84
99215	Medication Review (40 minutes)	event	\$154.83
H0031	Psychosocial assessment/Treatment Planning	encounter	\$250.00
H0032 HE	Treatment Planning	encounter	\$80.00
H0038	Mentoring	month	\$100.00
H2015	Community Living Supports (community based)	15 minutes	\$7.95
H2023	Supported Employment	15 minutes	\$25.33
T1016	Supports Coordination	15 minutes	\$42.00
T1017	Targeted Case Management	15 minutes	\$42.00



Agenda Item: Finance Committee
Agenda Item #F-14

Month, Year: June, 2024

Major Program: Information Services

Component Program: All

Agenda Item Title: Expense Contract Renewal: Insight

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew our existing installation of BitDefender GravityZone Advanced Business Security licenses, under the new name for the product line: BitDefender GravityZone Business Security, for 3 years from Insight and pay \$35,460 over the life of the contract (\$11,820 per year).

The revenue and expense of this contract is reflected in CMHA-CEI's FY2024 budget. Because this is an indirect expense, all revenue sources support this contract. The expenses of this contract are reflected in the contract maintenance line item of the information services budget. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

CEI desktop and laptop computers, henceforth referred to as endpoints, are currently protected from viruses, malware, unapproved device connection, and malicious website access via the BitDefender suite being installed upon all endpoints.

This renewal will maintain the rights to heuristic updates for our existing installation of BitDefender to ensure all CEI endpoints have the most up to date protection against viruses, malware, ransomware, and malicious websites. It will also provide CEI IS staff access to BitDefender support and upgrades on the infrastructure maintaining and managing our current installation.

This contract will cover renewal from July 13, 2024 to July 13, 2027.

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 a contract with Insight for BitDefender licenses and maintenance for the period of July 13, 2024 through July 13th, 2027 and pay \$35,460 for that maintenance.



Agenda Item: Finance Committee
Agenda Item #F-15

Month, Year: June, 2024

Major Program: Information Services

Component Program: All

Agenda Item Title: Expense Contract Renewal: Service Express

SUMMARY OF CONTRACT/PROPOSAL:

Under this proposal, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew the computer service contract with Service Express for extended hardware warranty services on the computer equipment housed in the datacenter of 812 E. Jolly Rd. CMHA-CEI, as well as all offsite datacenters, and will pay \$3,915.73 per month (billed quarterly at \$11,747.19) for a total of \$46,988.76 over 12 months. The contract will also cover CMHA-CEI against all hardware failures from July 1, 2024 until June 30, 2025.

The revenue and expense of this contract is reflected in CMHA-CEI's FY2024 budget. Because this is an indirect expense, all revenue sources support this contract. The expenses of this contract are reflected in the Maintenance line item of the Information Services (IS) budget. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

At CMHA-CEI's main campus, as well as 14 offsite locations, computer equipment is housed and maintained that serves the entire agency with computer services necessary for CMHA-CEI to function as an organization.

In order to protect against downtime and system outages, equipment owned by CMHA-CEI that has outlasted the manufacturer's warranty is entered into the service express coverage contract. There are over 130 pieces of equipment on this list, which includes servers, disk arrays, tape libraries, and switching equipment.

This proposal would renew the maintenance contract with Service Express for hardware replacement and installation of any and all failed equipment covered under the agreement within 8 hours of reporting.

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 renew the Service Express contract for the period of July 1, 2024 through June 30, 2025 and pay \$46,988.76.



FY 2025 Budget

Budget Development Principles

The following represent the principles upon which the CMHA-CEI budget is developed. These principles will be applied by all parties involved in the budget development process.

1. Pace of process balances competing demands: The pace of the budget development process reflects the need to balance two competing values:

- A. The need to obtain the most accurate estimates of revenue and expenditure data for the coming year (which calls for a process to begin as late as possible) and
- B. The need to ensure that sufficient time is available to:
 - ⊙ actively solicit and analyze budget balancing proposals
 - ⊙ ensure that all parties have sufficient time to plan for and carry out the budget balancing proposals
 - ⊙ provide adequate notice to consumers and all other stakeholders (Which call for a process to begin as early as possible)

2. Roles of key parties: Budget balancing proposals will be developed by management, reviewed by senior and middle management, with the input of staff and other stakeholders, with the advice of labor, and recommended to the Board of Directors.

Labor's role in the process will be to ensure early identification of the impacts of the proposed budget changes and communicate information to staff.

The authority to make final budget decisions resides with the Board of Directors.

Programs and departments are responsible for successfully implementing proposals and bringing about the budget changes.

3. Transparent inclusive process: The budget development process will use methods that ensure, to the greatest extent possible, an inclusive consensus-based process, involving a range of stakeholders. The type of involvement is limited, however, by the caveat that staff should not take part in decisions to eliminate or reduce their own positions, unless individual staff volunteer to eliminate or reduce their positions.

4. Fiscal stability: To restore or maintain, over several years, an amount sufficient to cover the estimated liability in accordance with the contracts between CMHA-CEI and the MDHHS, and CMHA-CEI and MSHN, CMHA-CEI will continue to maintain a sound Unrestricted Fund Balance. To that end, contributions to these funds may be a part of the organization's Budget.

5. Consideration of a range of factors: As potential budget balancing proposals are considered; each will be assessed in light of its impact on:

A. Consumers

The impact on the quality of life, health, and safety of consumers, their families, and the community

Each proposal must ensure that the proposal calls for **no less than** basic protections, basic standards of care and basic clinical and administrative practices

B. Staff

The impact on staff, including workloads, layoffs, changes to compensation

C. Provider role

The impact on CMHA-CEI's ability to maintain and strengthen its role as the direct provider of publicly and privately funded mental health services which are:

- ⊙ central to managing the service delivery system, as a whole, as well as those which are
- ⊙ central to managing the service and supports packages that are provided to individual consumers

D. MCO role

The impact on CMHA-CEI's ability to maintain and strengthen its role as the direct provider of managed care organization (MCO) delegated functions, for publicly funded mental health services.

E. Partners

The impact on CMHA-CEI's development and strengthening of partnerships designed to address the mental health needs of the community and to carry out a range of initiatives including advocacy and the acquisition of expertise and other resources.

F. Alternative resources

The availability of other community resources to close the gap that results from the proposal

G. Compliance with statute, regulations, contractual obligations

Compliance with the Michigan Mental Health Code, the Michigan Public Health Code, MDHHS Administrative Rules, other federal and state statutes, local ordinances, Medicaid rules and regulations, and contractual obligations.

H. Aggregate net costs

The net impact on total CMHA-CEI costs will be reflected in proposals.

I. Funding source

The funding source will be tied to each proposal. Because the components of CMHA-CEI's operations vary relative to the funding source that supports them, differences in the level of cut(increase) needed or allowed will be dictated by the availability of funds from the respective funding source.

J. Community's view

The consideration of the public's potential view of proposal and CMHA-CEI's ability to describe the proposal to a lay audience.

6. Shared impact: The process will use a modified "shared impact" model across programs and administrative departments. This means that each program and administration may receive budget balancing targets. This does not mean that all units, within each program or administration, must have a proportionate target.

7. Aggressive fund development: Staff will aggressively seek categorical funding from all public and private sources to close the service gaps created by past and current budget changes, with special attention to prevention and early intervention services.

8. On-going identification of efficiencies: Focus on the identification and implementation of efficiencies and cost effective innovations during the budget development process and on an on-going basis.

9. Investment approach: Employ an investment approach to some expenditures: identifying areas for capital or other one-time investments that will lead to reduced net costs in future years.

10. Budget balancing not to substitute for supervision: Lay offs, to achieve budget reduction goals, should not be used as a method to move staff, with performance and/or disciplinary issues, to other units via the transfer in lieu of lay off process. Performance and disciplinary issues need to be addressed via supervision and through established procedures.

Vision and Mission of the
Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Vision: The Community Mental Health Authority of Clinton, Eaton, and Ingham Counties holds this vision of a community:

- A community in which any person with a mental health need has access to a wide range of resources to allow them to seek their desired quality of life and to participate, with dignity, in the life of the community, with its freedoms and responsibilities
- A community defined by justice for persons with mental health needs - Persons with mental health needs include those with a mental illness, an emotional disturbance, a developmental disability, and/or a substance use disorder.

Mission: The organization's mission is to fulfill two complementary but distinct roles in realizing this vision:

- **Behavioral healthcare provider -**
 - Providing, directly and through partnerships, a comprehensive set of person-centered, high quality, and effective behavioral health and developmental disability services to the residents of this community
- **Advocate, catalyst, thought leader, and convener -**
 - Fostering the transformation of all aspects of community life, eliminating inequities, and promoting the common good for all, especially for persons with mental health needs

Clinical Philosophy

To provide the core principles on which the clinical philosophy of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) is based. These principles apply to the services and supports directly provided by CMHA-CEI as well as those purchased by CMHA-CEI. Although CMHA-CEI will strive to serve persons with a broad range of mental health and substance abuse disorder needs, the organization has a primary commitment (as per statutory guidance provided by the Michigan Mental Health Code) to persons with serious and persistent mental illness or an impairing personal life crisis, children who are seriously emotionally disturbed, and persons with significant developmental disabilities.

FY 2025 BUDGET DEVELOPMENT CALENDAR

May 2024

May 21 Financial Review, Directors review FY 2025 Budget Development Principles, Budget Calendar, and Budget Instructions, templates released.

May 24 Finance distribute FY 2025 Budget Worksheets and FY 2025 Staffing Tables to Directors

June 2024

June 4 Budget Development Advisory Group (BDAG) meets to review the FY2025 Budget Development Principles and Calendar

June 12 Finance Committee review, modify, and accept the FY 2025 Budget Development Principles and Calendar – Requires action

June 20 Board reviews the FY 2025 Budget Development Principles and Calendar

June 10-28 Finance holds budget meetings with Directors and Managers

July 2024

July 8-17 Finance holds budget meetings with Directors and Managers-second round

July 23 Directors provide changes and requests to Finance

July 31 Finance processes changes and develops complete FY 2025 preliminary budget

August 6 Directors Group reviews FY 2025 preliminary budget

August 2024

August 8 BDAG meet to review and discuss FY 2025 preliminary budget

August 14 Finance Committee review, modify, and accept the FY 2025 preliminary budget

Finance Department integrates requested changes by Finance Committee

August 15-16 All staff update on FY 2025 Preliminary Budget: Initial email to Management, Union Presidents, BDAG, and Directors Group with All Staff email the following day.

August 22 Public Hearing on FY 2025 Budget

August 22 Board of Directors review, modify, and accept the FY 2025 preliminary budget

August 2024 (con't)

Last week of August BDAG placeholder in case Board asks management to alter the preliminary budget (if necessary)

September 2024

September 11 Finance Committee reviews final FY 2025 Budget and recommends to the Board for approval

September 19 Board of Directors approve FY 2025 Budget