



FINANCE COMMITTEE
Meeting Minutes
Wednesday, March 13th, 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
Dwight Washington – Bath, MI

Committee Members Excused:

Ryan Sebolt

Staff Present

Sara Lurie, Sue Panetta, John Peiffer, Josh Siwek, Joanne Holland, Marie Carrell, KC Brown, Stephanie Stevens

Other Board Members Present:

Dianne Holman

Public Present:

None

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 Tim Hanna and SUPPORTED by Paula Yensen to approve the Finance Committee meeting minutes of February 14th, 2024.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Diane Holman and SUPPORTED by Tim Hanna to adopt the agenda of March 13th, 2024.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

812 East Jolly Road Renovations: New Furniture/Furnishings Conference Rooms G-11A, B and C

ACTION:

MOVED by Tim Hanna and SUPPORTED by Paula Yensen that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to purchase new conference room furniture from DBI, 912 E Michigan Ave, Lansing, MI 48912, off the State of Michigan MIDeal purchasing plan and purchase other furnishings and materials to be purchased from other vendors and suppliers in order to upgrade the conference rooms G-11A, B and C at 812 Jolly Road at a total price of \$89,000.00.

MOTION CARRIED unanimously.

405 Greenlawn Suite 305: New Haworth Systems Office Furniture

ACTION:

MOVED by Tim Hanna and SUPPORTED by Paula Yensen that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to purchase Haworth Systems Furniture to furnish 21 offices and two conference rooms. The furniture will be purchase from DBI - 912 E Michigan Ave, Lansing, MI 48912, off the State of Michigan MIDeal purchasing plan to support ITRS-OP located at 405 Greenlawn Lansing, Michigan, Suite 305, at a price of \$77,799.94.

MOTION CARRIED unanimously.

405 Greenlawn Suites 230, & 305, New IT Infrastructure Equipment

ACTION:

MOVED by Tim Hanna and SUPPORTED by Paula Yensen that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to purchase all required IT infrastructure equipment required to support the two programs (AMHS Short Term Case Management and ITRS Outpatient) being located at 405 Greenlawn in suites 230 and 305 at a total price of \$116,724.20.

MOTION CARRIED unanimously.

Expense Contract Renewal: Zoom

Joanne mentions that this is just a renewal of existing licenses. The cost of zoom has increased but is a standard increase that we see year after year.

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 renew the licenses from Zoom for the period of March 28, 2024 through March 27, 2025 and pay \$37,663.65.

MOTION CARRIED unanimously.

Expense Contract Amendment: Centered Care LLC

Marie Carrell presented the amendment to the expense contract. This is a private duty nursing provider and is a waiver service for adults who have high medical needs. The current contract contains RN services and this amendment would be to include LPN services.

Paula Yensen enquired about the rates per hour and if the rate has increased over time or if this has been a flat rate. Marie mentions that this is the first time LPN services have been added to this specific contract, so we do not have any data on previous years and if the rate has gone up. Paula Yensen mentioned that in the future she would like to see more information on rates for these types of contracts. It is important to make sure that we are paying a competitive wage so we can retain quality contract workers. In the fact sheet, Paula would like to see what we paid these types of staff previously or in other contracts. She would also like to see a little bit of history on these contracts. It is difficult to attract and retain medical staff so it would be helpful to see if we are being competitive. Sue mentions that she compares contracts to make sure it is competitive and in line with other contracts. If she is presented with a contract that is too high or too low, it does not get presented to the committee and board. She also mentions that contractors are usually paid more than employees.

ACTION:

MOVED by Tim Hanna and **SUPPORTED** by Dianne Holman that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract amendment with Centered Care LLC to purchase LPN Private Duty Nursing services indicated at the rates below for the retroactive period of October 1, 2023 through September 30, 2024.

Service Title	CPT (Billing) Code	Modifier	Modifier	Modifier*	Unit	Rate
Private Duty Nursing LNP***	S9124	TE		UN/UP/ UQ/UR/ US	Per Hour	\$41.04
Private Duty Nursing LNP***	S9124	TE	TV**	UN/UP/ UQ/UR/ US	Per Hour	\$54.72

*Rate varies depending on the number of Consumers served.

**Recognized Holidays: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Day.

***Service can be provided to HSW consumers over 21 ONLY.

MOTION CARRIED unanimously.

Expense Contract Amendment: Case Management of Michigan

Occasionally, we need to place an individual in a residential setting outside of our service area. We contract with another provider in these instances to provide the case management. While we are waiting to negotiate for the next contract with them, we have agreed to reimbursement them at their current rate with the agreement that we would increase the rate once we have negotiated it.

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 enter into a contract amendment with Case Management of Michigan to purchase services at the updated rates below for the period of March 1, 2024 through September 30, 2024.

Fee Schedule				
Service	Code	Modifiers	Unit	Rate
Targeted Case Management	T1017	AF, AG, AH, HN, AE, HO, HP, SA, HM, TD	15 Minute	\$110.00
Evaluation and Management of Established Patient	99213	AF, AG, SA	Encounter: 20-29 Minutes	\$200.00

Nursing Assessments	T1001	AE, SA, TD	Encounter	\$110.00
Medication Administration	96372	AF, AG, SA, HM, TD, TE	Encounter	\$45.00

MOTION CARRIED unanimously.

Unfinished Business

None

New Business

None

Public Comment:

Sara mentions that we are planning on scheduling a tour of Greenlawn prior to the board meeting on March 21st. There will be snacks for everyone in-between.

Sue mentions that next month we will have auditors in.

The meeting was adjourned at 5:53 p.m. The next regularly scheduled Finance Committee meeting is Wednesday, April 10th, 2024 5:30pm, 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Stephanie Stevens
CCBHC Secretary