



COMMUNITY MENTAL HEALTH AUTHORITY  
CLINTON-EATON-INGHAM

**FINANCE COMMITTEE**

**Meeting Minutes**

**Wednesday, February 12, 2014, 5:30 p.m.  
812 E. Jolly Road, Conference Room G11-C  
Lansing, MI 48910**

**Committee Members Present:**

**Joseph Brehler, Stephen Manchester, Kay Randolph-Back, Kam Washburn, Carol Koenig, Raul Gonzales, Chris Swope, Sarah Clark Pierson**

**Staff Present:**

**Bob Sheehan, Judy Hazle, Suzanne Stolz, Stacia Chick, Jeff Labun, Jana Baylis, Chris McDaniel, Ericanne Spence, Donna Brower**

**Public Present: Students from the MSU School of Social Work.**

**Call to Order:**

**The meeting was called to order by Chairperson Stephen Manchester at 5:30 p.m.**

**Previous Meeting Minutes:**

**MOVED by Kay Randolph-Back and SUPPORTED by Kam Washburn to approve the meeting minutes of January 8, 2014 as amended changing the word “complaint” to “compliant” on page 5 of the minutes. MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED by Kam Washburn and SUPPORTED by Joe Brehler to adopt the revised agenda moving items #5, #7, #8 to the front of the business items. MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**Bob Sheehan welcomed the students from MSU.**

**BUSINESS ITEMS:**

**Expense Contract Renewal: Residential Options, Inc./Applied Behavioral Analysis**

**Mary Clissold presented that all CMHSPs were required as of April 1, 2013 to implement a new Medicaid Benefit for children ages 18 months through age five for the treatment of Autism Spectrum Disorder. The CMHACEI Community**

Services for the Developmentally Disabled program is recommending a contract with Residential Options Inc. to purchase Applied Behavioral Analysis for direct therapy and assessments.

Ms. Clissold commented that the program failed to bring the contract back to the Board in October.

**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors authorize CMHA CEI staff to enter into a contract with Residential Options, Inc. to purchase Applied Behavioral Analysis at the rate of \$65/hour for Direct Therapy and \$125/hour for Assessments for the period of October 1, 2013 – September 30, 2014.

Discussion ensued. **MOTION CARRIED** unanimously.

(Chris Swope joined the meeting at 5:45 p.m.)

(Sara Clark Pierson joined the meeting at 5:50 p.m.)

**Fiscal Year (FY) 2013/14 Amended Budget for the Quarter Ended December 31, 2013 and FY 2013/14 Preliminary Financial Statements for the Quarter Ended December 31, 2013**

Stacia Chick presented the FY 13/14 Preliminary Financial Statements for the quarter ended December 31, 2013 as well as review of the FY 2013/14 amended budget for that same quarter. An explanation was given for changes greater than \$10,000.

Notes were provided for the financial statements for the quarter ended December 31, 2013.

**ACTION:**

**MOVED** by Chris Swope 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 approve the FY 13/14 Amended Budget for the Quarter Ended December 31, 2013.

**MOTION CARRIED** unanimously.

**Revenue Contract Amendment: Michigan Department of Corrections (MDOC) Combined Parole and Probation One Year Contract**

Ericanne Spence presented this is a revenue contract with MDOC to provide addiction treatment services and temporary placement in the CMHA-CEI residential program. MDOC decreased and then increased the budget amount in this contract so it had to be brought back to the Board. Nothing changes in the

contract accept the dollar amount. Ms. Spence stated the money cannot be drawn down unless referrals are sent to the House of Commons. Referrals have decreased.

**ACTION:**

**MOVED** by Chris Swope and **SUPPORTED** by Kam Washburn 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 a contract renewal with Michigan Department of Corrections to provide treatment in addiction services for the period of October 1, 2013 through September 30, 2014 and be reimbursed at a day rate of Forty-Eight Dollars and 50/100 (\$48.50) per day for those services for Probationers and Seventy-Six Dollars and 81/100 (\$76.81) per day for Parolees. This contract has maximum reimbursement revenue of \$633,784.

**MOTION CARRIED** unanimously.

(Joe Brehler excused himself from the meeting at 6:14 pm)

**Procedure Review: Residential Consumers' Funds Protection**

Suzanne Stolz presented CMHA CEI Procedure 3.6.24 for review. Language was revised in the procedure to address consumer funds. Ms. Stolz commented that Finance staff are allowed to go out and check on consumer funds in both licensed and unlicensed locations. This procedure ensures protected cash assets of recipients of CMHA CEI residential treatment services.

**Updates in Financial Status Reporting for Department of Human Services Incentive Payments**

Bob Sheehan explained that he invited Jeff Labun to share with the Finance Committee on a potential risk. Jeff Labun presented information on the financial status reporting to Department of Human Services incentive Payments. MDCH has asked each PIHP/CMHSP to record the payments on a cash basis on the final year end Financial Status Report. This is a change in procedure.

**Old Business:**

None.

**New Business:**

Two parts: Healthy Michigan Plan begins April 1<sup>st</sup> and the budget presented will end up with CMHA-CEI with a year end of 1.8 million deficit. Bob Sheehan commented the Medicaid Expansion will bring in several dollars, but the Governor's cut to General Fund (GF) appears to be larger than the Medicaid Expansion. There has been a call to advocate against this GF cut. Discussion ensued.

**Public Comment:**  
No comment.

**Adjournment:**  
The meeting was adjourned at 6:37 p.m. The next regularly scheduled Finance Committee meeting is March 12, 2014, 812 E. Jolly Rd, Lansing, 5:30 p.m.

**Minutes Submitted by:**

**Judy Hazle**  
**Executive Secretary**