



COMMUNITY MENTAL HEALTH AUTHORITY  
CLINTON • EATON • INGHAM

## FINANCE COMMITTEE

### Meeting Minutes

Wednesday, January 9, 2013

5:30 p.m.

812 E. Jolly Rd., Conference Rm. G11-C  
Lansing, MI 48910

#### Committee Members Present:

Joseph Brehler, Stephen Manchester, Kay Randolph-Back, Pat St. George, Chris Swope

#### Committee Members Absent:

Sara Clark Pierson (notified staff)

#### Board Members Present:

Raul Gonzales

#### Staff Present:

Sharon Blizzard, Judi Gates, Mary Clissold, Liz Holcomb, Pam Keyes, Jackie Mitchell, Maureen Moloney, John Peiffer, Robert Sheehan, Deb Voss, Al Way, Kim Zimmerman

#### Call to Order:

The meeting was called to order by Chairperson Joseph Brehler at 5:30 p.m.

#### Previous Meeting Minutes:

MOVED by Chris Swope and SUPPORTED by Stephen Manchester to approve the meeting minutes of December 12, 2012. MOTION CARRIED unanimously.

#### Adoption of Agenda:

MOVED by Stephen Manchester and SUPPORTED by Chris Swope to adopt the agenda removing item #7 from the agenda. MOTION CARRIED unanimously.

No comment on agenda items.

#### **BUSINESS ITEMS:**

##### Revenue Contract Renewal: Ingham Intermediate School District, Early On Grant (CMHA-CEI)

Al Way reported that the Intermediate School District could manage some of the work they are contracting CEI but like the partnership with CMHA-CEI and access to the mental health therapists.

MOVED by Stephen Manchester and SUPPORTED by Chris Swope that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Ingham Intermediate School District to provide Early On service coordination and IMH consultation/services to Ingham Early On for the period of July 1, 2012 through June 30, 2013 and receive up to \$103,876 for those services. MOTION CARRIED unanimously.

**Expense Contract Renewal: Wedgwood Christian Services (CMHA-CEI)**

Al Way presented the request for contracting services with Wedgwood Christian Services in Grand Rapids, MI. One consumer youth has been placed at Wedgwood in the past. He was returned to foster care in the community over the summer but needs to return to specialized foster care. CMHA-CEI staff are reviewing a long-term solution with DHS.

MOVED by Chris Swope and SUPPORTED by Pat St. George that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to renew the contract with Wedgwood Christian Services to purchase foster care, outpatient and psychiatric treatment services from Wedgwood Christian Services for the period January 1, 2013 through December 31, 2013 and pay up to \$32,321.00 for those services. MOTION CARRIED unanimously.

**New Expense Contract: 3500 S. Cedar St, Lansing, MI (CMHA-CEI)**

John Peiffer presented a new lease agreement for space to house the Transitions Central program. The current space has bathrooms that are not ADA compliant, and overall better programming space is needed. New space has been located next door to the South Branch Lansing Public Library.

Deb Voss spoke about the program growing from 40 to over 100 consumers. The population of the attendees has changed, and additional staff supervision and assistance is needed. The new space will provide drop-in center space as well as provide space to run groups as well as house staff will be able to assist consumers and monitor activity.

Kay Randolph-Back suggested that the board write a letter of thanks to the church that has housed this program for approximately 15 years.

MOVED by Pat St. George and SUPPORTED by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to lease the property at 3500 South Cedar Street in the City of Lansing, Ingham County, Michigan, through NAI Mid-Michigan located at 15851 Old U.S. 27, Lansing for the period of April 1, 2013 through March 31, 2018 and pay Fifty Thousand Nine Hundred Twenty Five dollars (\$50,925.00) per annum and payable in installments of Four Thousand Two Hundred Forty Three Dollars and Seventy Five Cents (\$4,243.75) per month. MOTION CARRIED unanimously.

**New Expense Contract: 212 S. Sherman St. Leslie, MI (CMHA-CEI)**

John Peiffer presented a lease agreement with Grace Luthern Church to provide space for a new Transitions program in Leslie, MI. A program was needed for CMH-CEI senior consumers and staff felt the Leslie area would be the best placement. The Tri-County Office on Aging will partner with CMHA-CEI to provide nutrition and other services. The Grace Luthern Church has canvassed the neighbourhood and obtained signatures of support.

Chris Swope stated he is a member of the Tri-County Office of Aging Consortium Board.

MOVED by Pat St. George and SUPPORTED by Stephen Manchester that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to lease the property

at 212 S. Sherman Street, Leslie, Michigan from Grace Lutheran Church for the period of February 1, 2013 through January 31, 2016 and pay as follows:

CMH-CEI shall pay to the Lessor of the demised premises for the lease period of February 1, 2013 thru January 31, 2014 the amount of Thirteen Thousand Four Hundred Sixty dollars (\$13,460.00) per annum and payable in installments of One Thousand One Hundred Twenty One dollars and Sixty Seven Cents (\$1121.67) per month; February 1, 2014 thru January 31, 2015: Fourteen Thousand One Hundred Thirty Three dollars (\$14,133.00) per annum and payable in installments of One Thousand One Hundred Seventy Seven dollars and Seventy Five Cents (\$1177.75) per month; February 1, 2015 thru January 31, 2016: Fourteen Thousand Eight Hundred Six dollars (\$14,806.00) per annum and payable in installments of One Thousand Two Hundred Thirty Three dollars and Eighty Three Cents (\$1233.83) per month. MOTION CARRIED unanimously.

**FY 11/12 Preliminary Financial Statements for the Year Ended September 30, 2012 (CMHA-CEI)**

Pam Keyes reviewed the balance sheet with the committee. Preliminary revenue is in excess of expenditures for fiscal year end of \$142,790. The audit will be completed most likely in March. Auditors were on site when staff completed the financials so there is not likely to be any major changes.

Staff will be adding purchased services data to fourth amend since this data varies greatly between third amend and the fiscal year end.

**Old Business:**

None.

**New Business:**

None.

**Public Comment:**

None.

**Adjournment:**

The meeting was adjourned at 6:15 pm. The next regularly scheduled Finance Committee meeting will be February 13 at 5:30 pm at the Community Mental Health Building, 812 E. Jolly Rd, Lansing, MI.

Minutes submitted by:

Jacqueline Mitchell  
Finance Secretary