



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, February 13, 2013

5:30 p.m.

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

Committee Members Present: Sara Clark Pierson, Joseph Brehler, Kay Randolph-Back, Pat St. George, Chris Swope

Committee Members Absent: Stephen Manchester

Board Members Present: Raul Gonzales

Staff Present: Toby Bayless, Judi Cates, Chuck Dougherty, Andrew Hewat, Pam Keyes, Jackie Mitchell, Maureen Moloney, John Peiffer, Robert Sheehan, Kim Zimmerman

Public Present: Gary VanNorman

Call to Order:

The meeting was called to order by Chairperson Joseph Brehler at 5:31 p.m.

Previous Meeting Minutes:

ACTION:

MOVED by Pat St. George and SUPPORTED by Raul Gonzales to approve the meeting minutes of January 9, 2013. MOTION CARRIED unanimously.

Adoption of Agenda:

ACTION:

MOVED by Pat St. George and SUPPORTED by Raul Gonzales to adopt the agenda, moving item 10 to the first business item on the agenda. MOTION CARRIED unanimously.

Chris Swope joined the meeting at 5:35 p.m.

BUSINESS ITEMS:

Transfer of MidSouth Substance Abuse Commission Fund Balance to CMHA-CEI Coordinating Agency (CMHA-CA)

Toby Bayless presented a proposal for the transfer the MidSouth's fund balance to CMHA-CEI, along with expressed obligations and responsibilities. Gary VanNorman, CEO of MidSouth, was present to answer any questions from the committee.

ACTION:

MOVED by Pat St. George and SUPPORTED by Sara Clark Pierson that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its governing role as Board of Directors of the Substance Abuse Coordinating Agency (CA), approve the development and execution of a contract between the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) and the Mid-South Substance Abuse

Commission (MSSAC) for purposes of transferring the fund balance from MSSAC upon its dissolution on March 31, 2013 in exchange for CMHA-CEI performing administrative services, and as funding available to cover potential expenditures, not expected to exceed the fund balance transferred (beyond March 31, 2013) related to the operations and dissolution of MSSAC. Additionally, this agreement will include a requirement for MSSAC to allow CMHA-CEI to review MSSAC's expenditures and financial commitments made between October 1, 2012 and March 31, 2013, as well as the Independent Audit report for FY 2011/12 to ascertain financial implications that may extend beyond March 31, 2013. This review shall include the fund source to be used to make those expenditures and make good on those commitments. MOTION CARRIED unanimously.

New Expense Contract: Streamline Healthcare Solutions LLC (CMHA-CEI)

Chuck Dougherty presented a proposal for the purchase of new clinical/billing software from Streamline Healthcare Solutions. CMHA-CEI and affiliate staff reviewed the software products from 6 different vendors over the last year and decided on Streamline. The affiliates have already begun implementing the new software. Upon board approval, CMHA-CEI will begin a 2-year implementation of the software with a target live date of March 1, 2015.

ACTION:

MOVED by Sara Clark Pierson 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 enter into a new contract with Streamline Healthcare Solutions, LLC to purchase Electronic Health Record and Practice Management software licenses and implementation services, paying up to \$428,780 for the period of approximately 3/1/2013 through 3/1/2015, and purchase annual maintenance for approximately \$217,560 for the period of 3/1/2015 through 3/1/2017. MOTION CARRIED unanimously.

Building Site Renovations: Suite 112, 812 E Jolly Rd, Lansing, Michigan – Birch Clinic (Primary Care Clinic) (CMHA-CEI)

John Peiffer distributed a floor plan of renovations to Suite 112 in the Jolly Rd office building. The space currently houses Older Adult Services, which will be moved out of the building. Upon approval of the Health Department to locate an FQHC look-alike at Jolly Rd, agencies have 90 days from the next month to begin providing billable services. CMHA-CEI carpentry staff will conduct a 2-phase renovation plan so the clinic can open by April 1, 2013. By June 1, the entire clinic must be completed.

Staff are not certain a loan will be obtained for funding the renovations but seek approval for a loan so they can move forward without delay.

ACTION:

MOVED by Pat St. George and **SUPPORTED** by Sara Clark Pierson that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI staff to complete the following:

Contract:

Community Mental Health Authority of Clinton, Eaton and Ingham Counties Facilities Management and Carpentry Staff renovate the space at 812 Jolly Road, Suite 112, Lansing Michigan acting as General Contractor performing the work in

house and utilizing Jolly Road approved sub contractors for the amount of \$110,000 plus 10% for contingency for a total of \$120,000.

Funding:

Community Mental Health Authority of Clinton, Eaton and Ingham Counties utilize the Fixed Asset Reserve Budget for funding this project and in doing so capitalize the expense over 15 years at a rate of \$8,000.00 per year.

Loan:

Community Mental Health Authority of Clinton Eaton and Ingham Counties obtain a tax exempt bank loan from JPMorgan Chase Bank for the amount of \$120,000.

MOTION CARRIED unanimously.

New Expense Contract: 1305 E Jolly Rd, Lansing, Michigan (CMHA-CEI)

In January 2013, John Peiffer presented a proposal to lease space at 5600 S Cedar for a Transitions Central program. Upon further inspection by CMHA-CEI staff, it became clear that it would be cost-prohibitive to lease space due to the time and amount of money needed for renovations.

There is a need to use this space for Older Adult Services (OAS) so staff can continue with the primary care clinic project. The property at 1305 E Jolly Rd was being considered for the Autism Center. However, due to the time constraints of moving Older Adult Services out of Jolly Rd. for the opening of the Birch Clinic, this space will be used to house the OAS program. There are 14,000 square feet available, which is larger than the space available at S Cedar.

The Letter of Intent to Lease signed for 5656 S Cedar was non-binding with no financial obligation. The option to purchase 1305 E. Jolly Rd. will be included in the lease agreement so that further negotiations will not be necessary.

There is need of additional space for CMHA-CEI programs and staff are considering a variety of properties, including Wardcliff School in Okemos and some available Lansing Public Schools buildings.

ACTION:

MOVED by Kay Randolph-Back 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 staff to lease the property at 1305 East Jolly Road in Lansing, Ingham County, Michigan from William Reichenbach Company, at 4216 Legacy Parkway, Lansing, Michigan 48909 for the period of March 1, 2013 through August 31, 2013 and pay as follows:

CMHA-CEI shall pay to the Lessor for the demised premises during the following lease period: March 1, 2013 through August 31, 2013 forty-five thousand four hundred ninety nine dollars and ninety eight cents (\$45,499.98) for the six-month period and payable in instalments of seven thousand five hundred eighty three dollars and thirty three cents (\$7,583.33) per month. Instalment payments shall be made during the month for which the instalment is applicable. **MOTION CARRIED unanimously.**

Robert Sheehan thanked the program and facilities staff who worked hard to move

quickly in getting the appropriate space.

Pat St. George suggested the board reinstate the Building and Sites Committee in light of the number of new properties being acquired by CEI.

New Revenue Contract: Department of Justice Adult Drug Court Discretionary Grant Program (CMHA-CA)

Toby Bayless presented a request to apply to the Department of Justice for an adult drug court grant, which will be used by the Coordinating Agency in collaboration with the three adult drug courts in Ingham County to hire recovery coaches to provide peer supports to the participants of the three courts.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Sara Clark Pierson that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its governing role as Board of Directors of the Substance Abuse Coordinating Agency (CA), authorize CMHA-CEI to submit a proposal to the Department of Justice with the 55th District Sobriety Court, 54A District Sobriety Court, and 54B Veterans' Court for the development of recovery coaches in Ingham County for the FY 2013 Adult Drug Court Discretionary Competitive Grant for a total of \$200,000 for two years. **MOTION CARRIED** unanimously.

Committee members asked for further discussion about the role of CMHA-CEI as a Substance Abuse service provider and CMHA-CEI as a Coordinating Agency.

New Expense Contract: Wedgewood Christian Services (CMHA-CA)

ACTION:

MOVED by Sara Clark Pierson and **SUPPORTED** by Chris Swope that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its governing role as Board of Directors of the Substance Abuse Coordinating Agency (CA), authorize CMHA-CEI to enter into a new contract with Wedgewood Christian Services to purchase adolescent residential SUD treatment services for adolescent's from Newaygo County from Wedgewood Christian Services for the period of October 1, 2012 to September 30, 2013 and pay the established fixed-unit reimburse rates for those services.

MOTION CARRIED unanimously.

FY 12/13 Amended Budget for the Quarter Ended December 31, 2012 AND FY 12/13 Preliminary Financial Statements for the Quarter Ended December 31, 2012 (CMHA-CEI)

Pam Keyes presented the first quarter preliminary financial statements and amended budget for fiscal year 2012-2013. The amended budget includes an increase in revenue and expense of \$665,881.

Pat St. George asked for a report of numbers of persons served by population to be presented to Program and Planning Committee.

ACTION:

MOVED by Sara Clark Pierson 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 approve the FY 12/13 Amended Budget for the Quarter Ended December 31, 2012.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 7:06 p.m. The next regularly scheduled Finance Committee meeting will be March 13, 2013, 5:30 pm, at the Community Mental Health Building, 812 E. Jolly Rd, Lansing, MI.

Minutes submitted by:

**Jacqueline Mitchell
Finance Secretary**