



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, July 10, 2013

5:30 p.m.

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

Committee Members Present: Joseph Brehler, Sara Clark Pierson, Deb De Leon, Raul Gonzales, Kay Randolph-Back, Chris Swope, Kam Washburn

Committee Members Absent: Stephen Manchester (notified staff of absence)

Other Board Members Present: Dianne Holman

Staff Present: Judi Cates, Andrew Hewat, Jackie Mitchell, John Peiffer, Robert Sheehan, Jennifer Stanley, Barb Starling

Public Present: None.

Call to Order:

The meeting was called to order by Vice Chairperson Kam Washburn at 5:32 p.m.

Previous Meeting Minutes:

MOVED by Chris Swope and SUPPORTED by Raul Gonzales to approve the meeting minutes of June 12, 2013. MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Chris Swope and SUPPORTED by Kay Randolph-Back to adopt the agenda as presented. MOTION CARRIED unanimously.

No comment on agenda items.

Robert Sheehan introduced Dr. Jennifer Stanley, the new CMHA-CEI Medical Director.

Sara Clark Pierson joined the meeting at 5:35 p.m.

BUSINESS ITEMS:

Expense Contract: General/Professional/D&O/Fiduciary Liability Insurance – Michigan Municipal Risk Management Authority and the Travelers Company (CMHA-CEI)

Andrew Hewat reported that earlier this spring, CMHA-CEI accepted bids for the agency's administrative insurance from its incumbent agent, Buiten and Associates, as well as the Lighthouse Group. The Lighthouse Group presented a quote for more than \$90,000 less than Buiten and Associates. Even with the Michigan Municipal Risk Management Authority's \$75,000 stop loss provision, CMHA-CEI would still see a significant savings.

New coverage for CMHA-CEI includes cyber liability, and a property assessment that will be conducted by MMRMA.

ACTION

MOVED by Raul Gonzales 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 to purchase General, Professional, Directors and Officers, and Cyber liability insurance from Michigan Municipal Risk Management Authority, and Employee Benefits and Fiduciary Liability insurance from The Travelers for the period July 1, 2013 – June 30, 2014 and pay a total of \$169,119 in annualized premium for these coverage's.

MOTION CARRIED unanimously.

2014 Vehicle Purchase (CMHA-CEI)

John Peiffer presented a list of 14 vehicles to be purchased in 2014, to replace the older vehicles in the fleet which range from 12 to 14 years old.

Sara Clark Pierson questioned replacing a Ford Fusion with an Explorer, and asked staff to review the safety ratings of those two models.

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 purchase of 14 new vehicles for the purchase price of \$401,000 and authorize staff to initiate a loan with JPMorgan Chase Bank for this amount.

MOTION CARRIED unanimously.

Deb De Leon joined the meeting at 6:00 p.m.

Revenue Contract Renewal: Michigan State University, RAISE (CMHA-CEI)

Staff has been working with Michigan State University to complete an amendment, extending the contract to provide services through the RAISE (Recovery After Initial Schizophrenia Episode) project for an additional year. Barb Starling presented the amendment extending the contract through September 2013, and announced that an additional contract extension is being processed for fiscal year 2014.

ACTION

MOVED by Kay Randolph-Back 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 enter into a contract renewal with Michigan State University for the RAISE project, to provide services for the period of September 21, 2012 through September 20, 2013 and receive \$48,815 for those services per the amendment received by Michigan State University.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

Deb De Leon announced that she will be moving out of Ingham County and resigning as County Commissioner. She has been elected Vice Chair of her tribe, Little Traverse Bay

Bands of Odawa Indians, in Petoskey. Committee members wished her well and congratulated her.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:15 p.m. The next regularly scheduled Finance Committee meeting is scheduled for August 14, 2013 at 5:30 p.m. at the Community Mental Health Building, 812 E. Jolly Rd, Lansing, MI.

Minutes submitted by:

A handwritten signature in cursive script that reads "Jacqueline Mitchell".

**Jacqueline Mitchell
Finance Secretary**