



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, August 14, 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, Chris Swope, Kam Washburn

Committee Members Absent:

Raul Gonzales, Sara Clark Pierson

Board Members Present:

None.

Staff Present:

Toby Bayless, Andrew Hewat, Pam Keyes, Jackie Mitchell, John Peiffer, Barb Starling, Al Way, Kim Zimmerman

Public Present:

None.

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 July 10, 2013. MOTION CARRIED unanimously.

Adoption of Agenda:

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

No comment on agenda items.

BUSINESS ITEMS:

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

Barb Starling presented a third amendment for additional funds from RAISE-ARRA, the second funding source for the RAISE project. Last month, a contract amendment was received from Michigan State University and approved to extend the contract from September 2012 through September 2013 and included funds from MSU.

ACTION:

MOVED by Joseph Brehler and SUPPORTED by Kam Washburn 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 ARRA fund of the RAISE project, to

provide services for the period of September 21, 2012 through September 20, 2013 and receive \$36,281 for those services per the amendment received by Michigan State University.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Capital Area Community Services (CACS), Early Head Start (CMHA-CEI)

Al Way presented a renewal for an Early Head Start grant from Capital Area Community Services. The grant covers 20 hours per week of home-based services for 8 children, as well as Reflective Supervision/Consultation for Early Head Start Home visitor staff.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Kay Randolph-Back 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 CACS EHS to provide home-based services for up to 8 children at a time and their families and to provide up to 48 hours of Reflective Supervision/Consultation to CACS EHS for the period of August 1, 2013 through July 31, 2014 and receive \$38,357 for those services.

MOTION CARRIED unanimously.

Lease Revenue Renewal: 838 Louisa St, Suite A, Lansing MI (CMHA-CEI)

John Peiffer proposed to renew the lease of Suite A at 838 Louisa St to OPEIU, Office and Professional Employees International Union.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI as Landlord to renew the revenue lease contract of property at 838 Louisa Street, Lansing Michigan in Ingham County to the Office and Professional Employees International Union OPEIU – Local 459 whose current address is 838 Louisa Street, Suite A, Lansing Michigan for the period of August 1, 2013 through July 31, 2016 and receive a total sum of Sixty Four Thousand Nine Hundred Sixty Seven Dollars (\$64,967) at monthly installments as noted above to be received on or before the first of each month.

MOTION CARRIED unanimously.

5150 Wardcliff, Okemos MI: Wardcliff Elementary Site Renovations (CMHA-CEI)

John Peiffer presented a proposal to expense \$73,150 for renovations to space at 5150 Wardcliff, Okemos MI to be used as an Autism Center. Renovations will provide 2 new restrooms, fine motor skills room, calming room, two therapy rooms, a waiting room, staff and office space, and HVAC upgrades.

ACTION:

MOVED by Joseph Brehler 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 complete the following: Community Mental Health Authority of Clinton, Eaton and Ingham Counties will complete

the project of renovating 11,900 Square feet of building and office space at 5150 Wardcliff, Okemos, Michigan by:

1) CMHA-CEI Facilities Management and Carpentry Staff acting as General Contractor performing the work in house and utilizing approved sub contractors at prevailing wage for the amount of \$66,500 plus 10% for contingency for a total of \$73,150.

2) Capitalize the expense of this project and amortize as a fixed asset over a period of 15 years at \$4876.67 per year under the fixed asset reserve budget.

MOTION CARRIED unanimously.

812 E Jolly Rd Parking Lot Renovations: 74 Additional Parking Spaces (CMHA-CEI)

John Peiffer informed the committee that CMHA-CEI has plans to utilize funds held in the Community Mental Health Building Major Maintenance Account held by Ingham County for parking lot renovation and expansion. The current parking lot is not large enough to accommodate staff and guests, especially when major events are held at Jolly Rd. The expansion would add 74 additional spaces, which covers the additional spaces currently needed as well as provides room for growth.

The Maintenance Account held at the county currently has about \$350,000. The parking lot renovations will cost about \$136,000. The account is required to be held by the county until the Jolly Rd building is completely paid off. Staff will meet with the county to determine if payments will be made in future years to replenish the account.

CA Operations Report (CMHA-CEI)

Toby Bayless provided a brief summary of a few conditions related to staffing to which CMHA-CEI agreed when becoming the Coordinating Agency (CA). One of the conditions was that all former MidSouth staff would be offered positions at CMHA-CEI, and that CA monies would be maintained separate from CMHA monies.

The staffing structure and roles for performing CA responsibilities are being reviewed by CMHA-CEI management. If efficiencies are found and staff are restructured, Mr. Bayless assured the committee that monies would be used to support substance use programs within the CA, and not rolled into CMHA-CEI funds.

Committee decided not to take any action on the report.

Revenue Contract Amendment 2 v2013-1: Medicaid Speciality Supports and Services Concurrent 1915(b)(c) Waiver Program FY 13 (CMHAMM)

In anticipation of the restructuring of the new PIHP regions, Michigan Department of Community Health created an extension of the current PIHP contract with CMHAMM through December 31, 2013. The contract added language to address reserve funds currently held by CMHA-CEI, requiring them to be transferred to the new PIHP by March 31, 2014.

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, Ingham Counties, in its role as Board of Directors of the PIHP, approve the execution of revenue contract amendment 2 v2013-1: Medicaid Specialty Supports

and Services Concurrent 1915(b)(c) Waiver Program FY 13 with the Michigan Department of Community Health for the period October 1, 2013 through December 31, 2013.

MOTION CARRIED unanimously.

Revenue Contract Amendment/Renewal: Michigan Department of Community Health Adult Benefit Waiver (ABW) for Non-Pregnant Childless Adults Contract (CMHAMM)

Toby Bayless also presented an extension for the PIHP contract for ABW funds. The contract extension contained no significant changes from the current ABW contract.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its role as Board of Directors of the PIHP, authorize CMHA-CEI to amend the Michigan ABW Non-pregnant Childless Adults Waiver (Adult Benefits Waiver) Section 1115 Demonstration with the Michigan Department of Community Health for the period October 1, 2013 through December 31, 2013.

MOTION CARRIED unanimously.

Revenue Contract Amendment/Renewal: Michigan Department of Community Health CMHSP FY 2014 Contract (GF) (CMHA-CEI)

Pam Keyes presented a contract renewal for General Funds for CMHA-CEI from Michigan Department of Community Health. The dates of the contract are for the full year at this time, but staff expect an amendment once Medicaid expansion is finalized.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Kam Washburn 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 an amendment and a renewal of its Community Mental Health Services Program contract with the Michigan Department of Community Health for the period of October 1, 2013 through September 30, 2014.

MOTION CARRIED unanimously.

JP Morgan Chase Tax Exempt Borrowing Resolutions for 1305 E Jolly Rd, Lansing MI (CMHA-CEI)

Pam Keyes presented resolutions required by JP Morgan Chase bank to finance the purchase and renovation of 1305 E Jolly Rd, which is currently being rented to house the Older Adult Services program. The board approved the rental and subsequent purchase of the property in May 2013.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties adopt the JP Morgan Chase Bank certified resolutions regarding borrowing and tax qualifications for the purchase of 1305 E Jolly Rd, Lansing MI.

MOTION CARRIED unanimously.

FY 12/13 Amended Budget for the Quarter Ended June 30, 2013 AND FY 12/13 Preliminary Financial Statements for the Quarter Ended June 30, 2013 (CMHA-CEI)

Pam Keyes presented an amended budget and financial statements for the third quarter of Fiscal Year 2013. Staff are proposing the use of about \$470,000 of Medicaid Savings to allow for benefit stabilization and the continuation of Emerging Markets initiatives across the Affiliation, and no additional contribution to employee retirement funds at MERS. It is estimated that about \$2.5 million in Medicaid Savings and \$1.8 million in Medicaid ISF will be transferred to the new regional PIHP.

Ms. Keyes also presented information about a loss on injectible medication. Staff have been monitoring the loss and will be presenting the information to pharmacy staff, doctors, and nurses working with consumers at an upcoming meeting.

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, Ingham Counties approve the FY 12/13 Amended Budget for the Quarter ended June 30, 2013.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:35 p.m. The next regularly scheduled Finance Committee meeting will be September 11 at 5:30 p.m. at the Community Mental Health Building, 812 E. Jolly Rd, Conference Room G11-C, Lansing, MI.

Minutes submitted by:



**Jacqueline Mitchell
Finance Secretary**