



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, November 13, 2013

5:30 p.m.

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

Committee Members Present: Joseph Brehler, Raul Gonzales, Carol Koenig, Stephen Manchester, Kay Randolph-Back, Chris Swope, Kam Washburn

Committee Members Absent: Sara Clark Pierson

Staff Present: Sharon Blizzard, Chuck Dougherty, Andrew Hewat, Liz Holcomb, Pam Keyes, Chris McDaniel, Jackie Mitchell, John Peiffer, Bob Sheehan, Jennifer Stanley

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 Raul Gonzales and **SUPPORTED** by Kay Randolph-Back to approve the meeting minutes of October 9, 2013. **MOTION CARRIED** unanimously.

Adoption of Agenda:

MOVED by Kam Washburn and **SUPPORTED** by Raul Gonzales to adopt the agenda as presented. **MOTION CARRIED** unanimously.

No comment on agenda items.

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

BUSINESS ITEMS:

Expense Contract Renewals: Residential Type A Contracts (CMHA-CEI)

Andrew Hewat presented a list of agencies and individuals with which CMHA-CEI contracts for Residential Type A services. Every year, CEI renews approximately 1/3 of its residential contracts, which provide a panel of options for staff needing placement for consumers.

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 renew the contracts with Aster Mekonnen, Turning Leaf Residential Rehabilitation, The Inspirational Center, Audie Pickott, Elizabeth McCalla, Daniel and Annelise Erdman, Betty White, Spectrum Community Services, Bereket Bezabeh, Ngozi Onyekwere, Melvin King, Michigan Care LLC, Shannon Shepard, Phyllis Williams, Rachel Abebe, Elisabeth Engeda, Jin and Jeff Eagle, Dan and Michelle Selleck to purchase residential services for the period of January 1, 2014 through December 31, 2016.

MOTION CARRIED unanimously.

Carol Koenig joined the meeting at 5:40 p.m.

Lease Expense Renewal: 401 South Bridge St, Grand Ledge, MI (CMHA-CEI)

John Peiffer presented two lease renewals for approval. One property in Grand Ledge houses a Transitions program and the other is for The Recovery Center.

ACTION:

MOVED by Joseph Brehler 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 renew the lease for the property at: 401 South Bridge Street, Eaton County, Grand Ledge, from Rent-A-Micro, Inc as owned by Bob and Mary Bessette, 12797 Oneida Woods Trail, Eaton County, Grand Ledge; for the period of January 1, 2014 through December 31, 2016 and pay as follows:

CMHA-CEI shall pay to the Lessor for the demised premises during the following three year lease period:

January 1, 2014 thru December 31, 2014 Twenty Three Thousand One Hundred Ninety Six dollars and Ninety Six Cents (\$23,196.96) --per annum and payable in installments of One Thousand Nine Hundred Thirty Three dollars and Eight Cents (\$1933.08) --per month.

January 1, 2015 thru December 31, 2015 Twenty Three Thousand Five Hundred Eighty Five dollars and Twenty Eight Cents (\$23,585.28) --per annum and payable in installments of One Thousand Nine Hundred Sixty Five dollars and Forty Four Cents (\$1965.44) --per month.

January 1, 2016 thru December 31, 2016 Twenty Three Thousand Nine Hundred Eighty Five dollars (\$23,985.00) --per annum and payable in installments of One Thousand Nine Hundred Ninety Eight dollars and Seventy Five Cents (\$1998.75) --per month.

Installment payments shall be made during the month for which the installment is applicable for a total of \$70,767.24 for the three year renewal period.

MOTION CARRIED unanimously.

Lease Expense Renewal: 810 Saginaw, Lansing, MI (CMHA-CEI)

ACTION:

MOVED by Joseph Brehler 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 renew the lease for the property at: 810 W Saginaw, Ingham County, Lansing, from Nelson and Judy Gilroy, PO Box 27067, Lansing; for the period of November 1, 2013 through October 31, 2016 and pay as follows:

CMHA-CEI shall pay to the Lessor for the demised premises during the following three

year lease period:

November 1, 2013 thru October 31, 2014 Thirty Thousand Six Hundred dollars (\$30,600.00) --per annum and payable in installments of Two Thousand Five Hundred Fifty dollars (\$2550.00) --per month.

November 1, 2014 thru October 31, 2015 Thirty One Thousand Two Hundred Twelve dollars (\$31,212.00) --per annum and payable in installments of Two Thousand Six Hundred One dollars (\$2601.00) --per month.

November 1, 2015 thru October 31, 2016 Thirty One Thousand Eight Hundred Thirty Six dollars (\$31,836.00) --per annum and payable in installments of Two Thousand Six Hundred Fifty Three dollars (\$2653.00) --per month.

Installment payments shall be made during the month for which the installment is applicable for a total of \$93,648.00 for the three year renewal period.

MOTION CARRIED unanimously.

New Policy: Accounting and Budgeting Supportive Housing Account Group (CMHA-CEI)

Pam Keyes presented a new policy for approval for the accounting of funds used for supportive house efforts. Maintaining the funds in a separate bank account allows for the budgeting and accounting of the self-sustaining operations of the supportive housing initiative enterprise fund separately from the General Fund. A management company, Michigan Asset Group, has been hired to manage the expenditures, revenue, and repairs/maintenance of CMHA-CEI's housing units.

ACTION:

MOVED by Kam Washburn 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 approve the policy on Accounting and Budgeting for Supportive Housing Account Group.

MOTION CARRIED unanimously.

New Revenue Contract: Mid-State Health Network, QI and Encounter Data (CMHA-CEI)

CMHA-CEI bid on three contracts to provide support services to Mid-State Health Network in the areas of QI and Encounter Data, Critical Incident Analysis and Reporting, and Eligibility Receipt and Dissemination (Medicaid PEPM revenue and expense and reporting). Chuck Dougherty, Liz Holcomb, and Pam Keyes presented the three contracts for approval.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Carol Koenig 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 revenue contract with Mid-State Health Network to provide demographic and encounter file warehousing, processing and MDCH submission services for the period of October 1, 2013 through September 30, 2014 and receive \$240,603.11 for that service.

MOTION CARRIED unanimously.

New Revenue Contract: Mid-State Health Network, Critical Incident Analysis and Reporting (CMHA-CEI)

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Carol Koenig 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 revenue contract with the Mid-State Health Network (MSHN) to provide Critical Incident Analysis and Reporting services for the period of January 1, 2014 through September 30, 2014 and receive revenue between \$9,776.00 and \$12,776.00 for those services.

MOTION CARRIED unanimously.

New Revenue Contract: Mid-State Health Network, Eligibility Receipt and Dissemination Services (CMHA-CEI)

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Carol Koenig 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 revenue contract with Mid-State Health Network to provide Eligibility Receipt and Dissemination services for the period of January 1, 2014 through September 30, 2014 and receive \$19,294.50 for that service.

MOTION CARRIED unanimously.

Mid-State Health Network Operating Agreement (CMHA-CEI)

Robert Sheehan presented the Mid-State Health Network Operating Agreement for CMHA-CEI Board approval. Mr. Sheehan commented that approving the Operating Agreement is the last step in forming the foundation of the MSHN Regional Entity.

Joseph Brehler voiced concerns about the rationale behind the State's mandate for new regions. Both Mr. Brehler and Mr. Sheehan acknowledged the advantages the new region in terms of funding equity. There are still concerns about the administrative cost allocation throughout the region, as well as maintaining local autonomy for each of the CMHSPs and the ease with which the new PIHP will be able to implement smoothing across the region.

Chris Swope addressed the inequity of representation on the Mid-State Board of Directors. Each CMHSP in the region is allowed two seats on the board, but that does not allow for all counties within the region to be represented. CMHA-CEI is a 3-county CMHSP with only 2 representatives. Some CMHSPs are a single county and also have 2 representatives. He suggested this be discussed in the future.

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 pass the resolution approving the Operating Agreement of the Mid-State Health Network.

MOTION CARRIED unanimously.

Mid-State Health Network By-Laws Amendment (CMHA-CEI)

Robert Sheehan presented a Mid-State Health Network By-Laws amendment addressing the uniformity and source of the payment of the per diem and mileage reimbursement to MSHN Board members.

ACTION:

MOVED by Raul Gonzales 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 pass the resolution amending Section 4.13, of the by-laws of the Mid-State Health Network, the section addressing the payment of per diem and mileage to the Board members of the Mid-State Health Network.

MOTION CARRIED unanimously.

Mid-State Health Network Memorandum of Understanding (CMHA-CEI)

The Medicaid subcontract between MSHN and each of the CMHSPs, which contains the legal and contractual basis for the payment of Medicaid revenues, will take several months to develop and negotiate, pushing the finalization of the subcontract beyond the date of the first scheduled Medicaid payment from MSHN to the CMHSPs.

Robert Sheehan presented a Memorandum of Understanding allowing for the first payment to be received by CMHA-CEI until the full subcontract can be developed.

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 authorize CMHA-CEI to enter into a new Memorandum of Understanding with the Mid-State Health Network to provide the full range of Medicaid Specialty services and delegated PIHP functions and receive Per Enrollee Per Month (PEPM) and benefit stabilization payments which, as per the MSHN Operating Agreement, are no less than those which would have been received by CMHA-CEI as an Affiliate of its current affiliation. This MOU shall be in effect as of January 1, 2014 until the Medicaid subcontract between MSHN and CMHA-CEI is approved and signed by both parties.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

Stephen Manchester thanked Pam Keyes for her years of dedication and leadership to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties as well as the Community Mental Health Affiliation of Mid-Michigan. Ms. Keyes has resigned her position as CFO of CEI to take on the new role CFO for MSHN.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 7:00 pm. The next regularly scheduled Finance Committee meeting will be December 11 at 5:30 pm at the Community Mental Health Building, 812 E. Jolly Rd, Conference Room G11-C, Lansing, MI.

Minutes submitted by:

Jacqueline Mitchell
Finance Secretary