



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON-EATON-INGHAM

**FINANCE COMMITTEE
Meeting Minutes
Wednesday, May 14, 2014, 5:35 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910**

Committee Members Present:

Kam Washburn, Raul Gonzales, Chris Swope, Kay Randolph-Back, Joseph Brehler, Maxine Thome

Committee Members Absent:

Sara Clark Pierson (emailed she was unable to attend), Stephen Manchester

Staff Present:

Robert Sheehan, Chris McDaniel, Stacia Chick, Julie Vermett-Pollok, Dr. Jennifer Stanley, Chuck Dougherty, Suzanne Stolz, Andrew Hewat, Toby Bayless, Sharon Blizzard, Ericanne Spence

Public Present:

Kristy VanderMolen & Douglas Havera of BDO USA, LLP

Call to Order:

The meeting was called to order by Vice Chair Joe Brehler at 5:35 p.m.

Previous Meeting Minutes:

MOVED by Raul Gonzales and SUPPORTED by Kam Washburn to approve the meeting minutes of April 9, 2014. MOTION CARRIED unanimously.

Adoption of Agenda:

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

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Financial Audit Fiscal Year (FY) 2013

Kristy VanderMolen and Douglas Havera of BDO USA, LLP reviewed the Audit Wrap-up Booklet, Federal A133 Report and Financial Statements for FY 2012/2013. They stated there were no adjustments made, no proposed

adjustments, no deficiencies or weaknesses noted. BDO staff commended Community Mental Health authority of Clinton, Eaton, Ingham counties (CMHA CEI) Finance Department management and staff on a job well done and stated they were very cooperative during the audit. Discussion ensued regarding mitigating custodial credit risk; CMHA CEI will write the policy that it maintains and BDO staff offered to change the wording of their report for next FY audit. Discussion ensued regarding threshold requiring 4th quarter amendments.

Robert Sheehan thanked Suzanne Stolz and her staff as well as BDO for their hard work on the audit and financials. Joe Brehler thanked them all as well on behalf of the Finance Committee.

ACTION:

For information only.

Expense Contract Renewal: The Echo Group

Chuck Dougherty presented a contract renewal with the vendor of the CMHA CEI's electronic health record, for maintenance. The rate slightly increased; however, Ionia CMH is no longer participating in the contract, so the overall amount is lower.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham counties authorize CMHA CEI to enter into contract renewal with The Echo Group for maintenance of Clinician's Desktop and Revenue Manager for the period of May 14, 2014 through May 14, 2015 and pay \$77,450.00 for that maintenance.

MOTION CARRIED unanimously.

Amendment to Agreement between City of Lansing and Community Mental Health Authority of Clinton, Eaton, Ingham Counties – Open Doors Program

Robert Sheehan stated we have a contract with the City of Lansing and the City came to CMHA CEI to partner in applying for a SAMHSA grant and suggested that a grant writer be hired to write the proposal. Chris Swope excused himself from voting on the contract as because the City of Lansing is his employer.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Maxine Thome that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham counties authorize CMHA CEI to enter into an amended agreement with the City of Lansing to provide funding for a grant writer to seek additional funding to provide mental health counseling for eligible participants experiencing mental health and/or co-occurring (mental health and substance use) disorders, with a focus on clients referred by faith-based,

homeless services providers, and human service agencies in the greater Lansing area to City of Lansing for the period of April 1, 2014 to June 30, 2014 and receive an additional ten thousand dollars (\$10,000) increasing the total contract from twenty thousand dollars (\$20,000) to thirty thousand dollars (\$30,000) for those services/goods.

MOTION CARRIED unanimously.

Expense Contract Renewal: Gratiot County Community Mental Health

Chris McDaniel presented a renewal of an expense contract to fund expanded community based services with Clinton County. CMHA CEI partners with the State of Michigan for a Mental Health Therapist to work in Ithaca providing services to uninsured adults with mild to moderate mental health needs.

Finance Committee members requested a list of all contracts held by CMHA CEI be brought before the Finance Committee monthly and reviewed for expiration dates. Andrew Hewat stated most contracts expire in January, July and October. The standing item of "Contract Renewals" will be added to all future Finance Committee Meeting Agendas.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Maxine Thome that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham counties authorize CMHA CEI to enter into a contract renewal with Gratiot County Community Mental Health to purchase expanded community-based behavioral health services for the period of October 1, 2013 – September 30, 2014 and pay \$28,210 for these services. The funding request is for personnel (0.4 FTE Mental Health Therapist) employed by Gratiot County CMHA. Office space at the Mid-Michigan District Health Department is being provided in-kind.

MOTION CARRIED unanimously.

FY 13/14 Amended Budget for Quarter Ended March 31, 2014 and FY 13/14 Preliminary Financial Statements for the Quarter Ended March 31, 2014

Stacia Chick reviewed the Financial Statements for quarter ended March 31, 2014. CMHA CEI has received Healthy Michigan payments. Stacia explained budget record keeping for CMHA CEI as a Coordinating Agency and a Substance Use Disorder services provider. Dr. Stanley is actively recruiting; there is a nationwide shortage of physicians. CMHA CEI does not qualify as a National Health Service Core site.

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 and Ingham Counties approve the FY 13/14 Amended Budget for the Quarter Ended March 31, 2014.

MOTION CARRIED unanimously.

Maxine Thome left the meeting at 7:00 p.m.

Acceptance of Steady State Budget Assumptions for Fiscal Year 2014/2015

Stacia Chick reviewed the FY 2014/2015 Steady State Budget Assumptions (that will be used to build the FY 2015 Steady State Budget), the FY 2015 Budget Development Calendar and Budget Development Principles. The principles, vision, mission and philosophy are unchanged. Stacia will bring the 2014/2015 Steady State Budget to the Finance Committee in June for approval; due to assumptions, more secure numbers are desired. Stacia requested an Amendment to the Steady State Budget Assumptions adding a one percent (1%) Health Insurance Claims Assessment (HICA) Tax on Healthy Michigan.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Kam Washburn that the Finance Committee of the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties accept the FY 2014/2015 Steady State Budget Assumptions, with addition of the one percent (1%) HICA tax.

MOTION CARRIED unanimously.

Old Business:

- 1) **FY 2014 Budget Overview** – Stacia Chick reviewed the Budget Overview which reflected changes that have occurred over the past 30 days. It will be reviewed monthly with the Finance Committee. The gap has been reduced from \$5.5 million to \$1.1 million. Robert Sheehan and Stacia Chick met with Nancy Miller and Pam Keyes of the Mid-State Health Network (MSHN) in April. Healthy Michigan enrollments have been good. Discussion ensued regarding cost of injectable medications.

New Business:

- 1) **Date and Time of Finance Committee Meetings.**

ACTION:

Chris Swope **MOVED** and Kam Washburn **SUPPORTED** that the same date and time be kept as is traditional for Finance Committee Meetings so the committee will continue to meet on the 2nd Wednesday of the month at 5:30 p.m.

MOTION CARRIED unanimously.

2) Election of Vice Chair to the Finance Committee.

ACTION:

Kam Washburn MOVED and Raul Gonzales SUPPORTED that Joe Brehler be elected as the Finance Committee Vice Chair.

MOTION CARRIED unanimously.

Public Comment:

No comment.

Adjournment:

The meeting was adjourned at 7:40 p.m. The next regularly scheduled Finance Committee meeting is June 11, 2014, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Julie Vermett-Pollok

Julie Vermett-Pollok

Program Secretary

Substance Abuse Services and Corrections Mental Health