



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, October 8, 2014, 5:30 p.m.

812 E. Jolly Road, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

Sara Clark Pierson, Joseph Brehler, Raul Gonzales, Kam Washburn, Kay Randolph-Back, Stephen Manchester, Chris Swope

Committee Members Absent:

None.

Staff Present:

Robert Sheehan, Stacia Chick, Chelsea Christensen, John Peiffer, Toby Bayless, Andrew Hewat, Chris McDaniel, Jennifer Stanley

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Sara Clark Pierson at 5:31 p.m.

Previous Meeting Minutes:

MOVED by Stephen Manchester and SUPPORTED by Raul Gonzales to approve the meeting minutes of September 10, 2014. Kay Randolph-Back suggests that page 5, line 5 of the previous meeting minutes should read "rates indicated below" rather than "rates indicated above".

MOTION CARRIED unanimously.

Finance Committee Meeting
October 8, 2014

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

Adoption of Agenda:

MOVED by Stephen Manchester and SUPPORTED by Sara Clark Pierson to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

New Purchase: Summit Electrical Contractors, Haslett, MI – 812 East Jolly Road Un-interrupted Power Supply System

John Peiffer presented a new contract/proposal with Summit Electrical Contractors, P.O. Box 219 Haslett, MI 48840, for the purpose of installing a new stand alone single Un-interrupted Power Supply System (UPS). During a power outage, the new stand alone single UPS to be installed will provide between 1 to 2 hours of operation time for the server room in the event the backup generator should fail to come on or break down. The added time provided by the new UPS system will allow us time to begin the process to repair the backup generator and properly shut down servers and systems in an extended power outage. This extends the UPS run time from only minutes with the old system up to as much as 1 to 2 hours with the new system.

Serious discussions with Information Services about taking preventative measures started about a year ago during the December 2013 ice storm. The new UPS system will prevent power outage fluctuations which can harm the equipment. Cash flow will remain unaffected since the expense will come out of a fixed asset account. A new maintenance agreement will go along with the new system for approximately \$300-\$400 per month. It was agreed upon that this is a reasonable expense due to the immense amount of users within the company and the importance of keeping operations running for consumers. The proposed system is similar to how hospitals anticipate and manage power outages. Discussion ensued regarding phone systems, the ongoing improvement of protections, insurance, and the cost of recovering equipment and downtime.

Chris Swope entered the meeting.

ACTION:

MOVED by Kam Washburn and SUPPORTED by Raul Gonzales that the Finance committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into a contract with Summit Electrical Contractors, P.O. Box 219 Haslett, MI 48840, to purchase the installation of a new stand alone single Un-interrupted Power Supply System (UPS), as described, at the price of \$154,385.00. This contract will be allocated as a fixed asset, depreciated over 15 years, at the rate of \$10,292.33 per year.

MOTION CARRIED unanimously.

Expense Contract Renewal: Michigan Department of Community Health

Toby Bayless presented an expense contract renewal with the Michigan Department of Community Health (MDCH) to purchase coordinated services for individuals referred through the sub-regional entity's (SRE) associated partner agencies and customers of Michigan Rehabilitation Services (MRS) with a primary or secondary disability of substance abuse within the three county service delivery area of Clinton, Eaton, and Ingham Counties from MRS Lansing District. Coordinated services may include substance abuse assessments, treatment, case management, referral services, vocational counseling and guidance, employment, placement, or retention supports. CMHA-CEI-SRE has had a long standing contract with Michigan Rehabilitation Services. Discussion ensued regarding subsidizing, county partnership, and service locations. Kay Randolph-Back raised the question of the difference between primary and secondary disability of substance abuse and would like the definition of the term "substance abuse disability" as used in the contract.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Kam Washburn that the Finance committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), in its role as the Board of Directors of the Sub-Regional Entity (SRE), authorize CMHA-CEI-SRE to enter into a contract renewal with Michigan Rehabilitation Services to purchase coordinated services for individuals referred through CMHA-CEI-SRE associated partner agencies and customers of MRS with a primary or secondary disability of substance abuse within the three county service delivery area (Clinton, Eaton, and Ingham Counties) for the period of October 1, 2014 through September 30, 2015 and pay a total of \$25,571 for those services/goods.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Michigan Department of Community Health – Community Mental Health Contract Fiscal Year 2015

Bob Sheehan presented a revenue contract renewal with the Michigan Department of Community Health (MDCH). This contract, for Fiscal Year 2015, between MDCH and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), in its role as the Community Mental Health Services Program (CMHSP) – sometimes known as the General Fund (GF) contract - reflects a number of technical changes from the current contract and, in essence, serves as an amendment of the current contract between these two parties. CMHA-CEI has had this contract with MDCH since approximately 1964.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Chris Swope that the Finance committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) approve the CMHSP contract with the Michigan Department of Community Health, for the period of October 1, 2014 through September 30, 2015.

MOTION CARRIED unanimously.

Revised Policy: Cash Management Investments 4.2.3

Stacia Chick presented revised policy language on Cash Management Investments 4.2.3. During the May 2014 Finance Committee meeting BDO USA, LLP reviewed the FY 2013 audit and it was noted that the Authority does not have a policy for mitigating custodial credit risk over deposits. The committee suggested that management revise the Cash Management Investment policy to acknowledge custodial credit risk at the Authority's banking institutions. The policy review dates were amended from 10/13/16 to 10/13/14. Discussion ensued regarding policy and investments.

ACTION:

MOVED by Chris Swope and SUPPORTED by Stephen Manchester that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the revised policy on Cash Management Investments 4.2.3.

Joe Brehler left the meeting.

MOTION CARRIED unanimously.

Old Business:

Discussion ensued about a conference with Elizabeth Knisely. Near the end of the presentation it was noted that she was leaving the Michigan Department of Community Health and going to Doctors Hospital.

Joe Brehler returned to the meeting.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:08 p.m. The next regularly scheduled Finance Committee meeting is November 12, 2014, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen
Finance Secretary