



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, February 11, 2015, 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, Judy Hazle, Kim Zimmerman, John Peiffer, Chris McDaniel

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Sara Clark Pierson at 5:37 p.m.

Previous Meeting Minutes:

MOVED by Stephen Manchester and SUPPORTED by Kam Washburn to approve the meeting minutes of January 14, 2015.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Stephen Manchester and SUPPORTED by Kam Washburn to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Contract Extension: Network 180 (CMHA-CEI)

Judy Hazle presented a contract extension to provide Adult and Youth Mental Health First Aid (YMHFA) training to individuals of Clinton, Eaton, and Ingham Counties with the addition of offering training to Mid-State Health Network (MSHN) counties as funding allows. The contract extension will provide funding of \$37,951 which will pass through the judiciary Network 180. At the end of the full grant period the goal is to have completed 64 trainings. The contract has not been received from Network 180 yet because they are waiting for the State of Michigan to sign it. It will then come to CMHA-CEI for a signature. The dollar amount is firm and will not change. The contract is retroactive from January 1, 2015 through September 30, 2015.

ACTION:

MOVED by Stephen Manchester and **SUPPORTED** by Joseph Brehler 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 extension with Network 180 to provide YMHFA/MHFA training at a minimum of 21 trainings (or in some cases just materials as needed) throughout Clinton, Eaton, and Ingham counties and MSHN counties as funding allows for the period of January 1, 2015 to September 30, 2015 and receive \$37,951 for those services / goods.

MOTION CARRIED unanimously.

Expense Contract Renewal: Peckham, Inc., Lansing (CMHA-CEI)

John Peiffer presented a contract renewal to purchase janitorial services for 812 E. Jolly Rd. CMHA-CEI has had an ongoing contract with Peckham, Inc. for many years. Discussion ensued regarding the contract period, rates, and consumers employed as janitorial crew. The Finance Committee requested more information on Peckham, Inc. staff and wages. Peckham, Inc. currently provides the following janitorial cleaning services: vacuuming, mopping, general restroom and kitchen area cleaning, re-stocking paper supply products, emptying trash, wiping down tables and work surfaces, and providing weekend/daytime janitorial services to AMHS

Programs, Bridges Crisis Unit, and Crisis Services. Having just received this contract from Peckham, Inc., note that it is retroactive from October 1, 2014.

Raul Gonzales and Chris Swope joined the meeting at 5:45 p.m.

ACTION:

MOVED by Stephen Manchester 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), authorize CMHA-CEI to renew the existing contract with Peckham, Inc. located at 3510 Capital City Blvd., Lansing, MI 48906-2102 in Ingham County to purchase janitorial cleaning services for CMHA-CEI at the 812 East Jolly Road, Lansing, MI 48910 location consisting of 73,000 square feet at the following price schedule for the next three years:

- October 1, 2014 through September 30, 2015 at the rate of \$13,641.50 per month or \$163,698.00 per year.
- October 1, 2015 through September 30, 2016 at the rate of \$14,050.74 per month or \$168,608.88 per year.
- October 1, 2016 through September 30, 2017 at the rate of \$14,472.26 per month or \$173,667.12 per year.

MOTION CARRIED unanimously.

Fiscal Year 13/14 Preliminary Financial Statements for Year Ended September 30, 2014 (CMHA-CEI)

Stacia Chick presented the Fiscal Year 13/14 Preliminary Financial Statements for the year ended September 30, 2014. CMHA-CEI staff apologize for not providing the Financial Statements prior to the Finance Committee Meeting. The Finance Committee thanks Stacia Chick, Chief Financial Officer for being thorough with the Financial Statements. Stacia Chick reviewed the preliminary statement of revenues and expenditures and amended budget. The revenues in excess of expenditures amount of \$2,486,477 is expected to change. Discussion ensued regarding potential future reductions.

For information only.

Fiscal Year 14/15 Amended Budget for the Quarter Ended December 31, 2014 and Preliminary Financial Statements for Quarter Ended December 31, 2014 (CMHA-CEI)
Stacia Chick presented the Fiscal Year 14/15 Amended Budget for the quarter ended December 31, 2014 and the Quarterly Financial Statements for the same period. The explanations of changes greater than \$10,000 were reviewed. The largest decreases were General Fund and Healthy Michigan. Discussion ensued regarding Medicaid enrollment and reports created for MSHN. The descriptions of expenditure budget changes that exceed \$10,000 were reviewed. The largest reductions were included in program proposals. Discussion ensued regarding affiliation changes.

ACTION:

MOVED by Kay Randolph-Back 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), approve the Fiscal Year 2014/2015 Amended Budget for the Quarter Ended December 31, 2014.

MOTION CARRIED unanimously.

Old Business:

FY 2015 Benefit Stabilization

The FY 2015 Benefit Stabilization will be brought to the MSHN board meeting in March 2015. Discussion ensued regarding consumers' varying severities of diagnosis and the concern of the un-served communities' ability to reach access to services.

Stephen Manchester excused himself from the meeting at 6:56 p.m.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 7:08 p.m. The next regularly scheduled Finance Committee meeting is March 11, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen
Finance Secretary