



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, May 13, 2015, 5:30 p.m.

812 E. Jolly Road, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

Joseph Brehler, Raul Gonzales, Kay Randolph-Back, Chris Swope, Sara Clark Pierson

Committee Members Absent:

Carol Koenig

Staff Present:

Stacia Chick, Chelsea Christensen, Chris McDaniel, Mary Clissold, Gerrie Roeser, Jennifer Stanley, Sharon Blizzard, Joyce Tunnard

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Raul Gonzales and SUPPORTED by Chris Swope to approve the meeting minutes of April 8, 2015.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Chris Swope and SUPPORTED by Raul Gonzales to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Revenue Contract Revision: Michigan Department of Community Health – PATH Grant (CMHA-CEI)

Please note that this fact sheet is being presented to the Finance Committee to approve the revision of additional funds for the PATH Grant, previously approved by the board in January, 2015.

Chris McDaniel presented a revision to the Michigan Department of Community Health – PATH Grant. Dollars have been awarded from the new Leasing Assistance Program for consumers that have been identified through the PATH Grant. The \$103,000 awarded to CMHA-CEI has \$30,000 allocated for administrative costs and \$73,000 to use directly for leasing assistance. The contract has not yet been finalized.

ACTION:

MOVED by Raul Gonzales 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) authorize CMHA-CEI staff to enter into a revenue contract revision with the Michigan Department of Community Health – PATH Grant to provide outreach mental health services to homeless adults experiencing mental illness in the tri-county area from October 1, 2014 through September 30, 2015 and receive \$112,523 for those services, with an additional \$103,000 to be assigned as part of the PATH program.

MOTION CARRIED unanimously.

Expense Contract Amendment: Helping Hands Respite Care (CMHA-CEI)

Mary Clissold presented an amendment to the contract with Helping Hands Respite Care, formerly known as LAP Respite. Helping Hands Respite Care now has an integrated after school program that is relocating to the Geyer Center in Lansing where services will be expanded. The new cost structures and rate schedules were reviewed. The term will start June 1, 2015.

ACTION:

MOVED by Chris Swope 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 amend the contract with Helping Hands Respite Care to purchase CLS

and Respite Services for the period of June 1, 2015 through December 31, 2016 and pay per the rate schedule below.

Per Diem Rate Schedule

Service	After School Program	Half Day	Full Day
CLS/Respite LOC of 4: staff ratio of 4:1	\$15	\$20	\$40
CLS/Respite LOC of 3: staff ratio of 3:1	\$20	\$25	\$50
CLS/Respite LOC of 2: staff ratio of 2:1	\$25	\$30	\$60

MOTION CARRIED unanimously.

Amendment #1 of CEI SUD Provider Contracts (CMHA-CEI)

Gerrie Roeser presented the amended SRE budget to reflect funding increases from PA2, MiChild, Medicaid, Healthy Michigan, and Public Supportive Housing and decreases to Michigan Department of Health and Human Services, CA Local, ABW, and Jackson Recovery Court. The differences in allocations with state funding were reviewed. The Finance Committee confirmed that PA2 funds are confined to serve people within the specific counties for licensed prevention and treatment programs. Discussion ensued regarding PA2 budgets and future amendments. Stacia Chick announced that Gerrie Roeser will be working for Mid-State Health Network and was congratulated by the Finance Committee. CMHA-CEI staff assured the Finance Committee that no individuals lost service in the shift from ABW to Healthy Michigan.

Sara Clark Pierson joined the meeting at 5:42 p.m.

ACTION:

MOVED by Sara Clark Pierson 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, in its role as the Board of Directors of the Substance Abuse Sub Regional Entity (SRE), authorize CMHA-CEI to enter into Amendment #1 for the SUD Providers to purchase SUD services for the period of October 1, 2014 through September 30, 2015.

MOTION CARRIED unanimously.

Expense Contract Amendment: Michigan Department of Human Services – Medicaid Eligibility Specialist Designated to CEI (CMHA-CEI)

Stacia Chick presented an amendment to the contract to purchase Medicaid Eligibility Specialist Services from the Michigan Department of Human Services (DHS). As of October 1, 2014, Gratiot Community Mental Health opted to discontinue their portion of the position. The contract will be amended to utilize .5 FTE of the Medicaid Eligibility Specialist position. CMHA-CEI staff expressed the substantial need for these services.

ACTION:

MOVED by Sara Clark Pierson 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) authorize CMHA-CEI to amend the expense contract with the Michigan Department of Human Services to purchase Medicaid Eligibility Specialist services for the period of September 1, 2015 through September 30, 2016 and pay \$72,770.00 for those services.

MOTION CARRIED unanimously.

FY 14/15 Amended Budget for Quarter Ended March 31, 2015

AND

FY 14/15 Preliminary Financial Statements for the Quarter Ended March 31, 2015 (CMHA-CEI)

Stacia Chick presented and reviewed the FY 14/15 amended budget for quarter ended March 31, 2015 and the FY 14/15 preliminary financial statements for the quarter ended March 31, 2015. The revenue from the Ingham County Health Services Millage Fund can be found under Earned Contracts. Another large increase in Earned Contracts is the IS Retained Functions contracts with the Mid-State Health Network. Discussion ensued regarding Healthy Michigan revenue fluctuations. A description of expenditure budget changes that exceed \$10,000 was also provided and reviewed.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Sara Clark Pierson 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 FY 14/15 Amended Budget for the Quarter Ended March 31, 2015.

MOTION CARRIED unanimously.

Acceptance of Steady State Budget Assumptions for Fiscal Year 2015/2016

Stacia Chick presented the Steady State Budget Assumptions for FY 2015/2016. An amended version of the assumptions, that followed Budget Development Action Group review, was also provided. All changes are outlined in red.

ACTION:

MOVED by Chris Swope and SUPPORTED by Sara Clark Pierson that the Finance Committee accept the Fiscal Year 2015/2016 Steady State Budget Assumptions.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

Audit Bid

Stacia Chick announced that CMHA-CEI is sending out RFPs for the fiscal year 2015 audit and asked for volunteers to join the committee. Sara Clark Pierson volunteered to join the Audit Committee.

Date and Time of Meetings

MOVED by Chris Swope and SUPPORTED by Raul Gonzales to maintain Finance Committee Meetings on the 2nd Wednesday of each month at 5:30 p.m.

MOTION CARRIED unanimously.

Election of Vice Chair

Joe Brehler declared nominations open for the position of Finance Committee Vice Chair.

MOVED by Sara Clark Pierson and SUPPORTED by Raul Gonzales to nominate Chris Swope as Vice Chairperson of the Finance Committee. Mr. Swope accepted the nomination.

With no further nominations or objections, Joe Brehler declared Chris Swope elected as Vice Chairperson of the Finance Committee.

MOTION CARRIED unanimously.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:14 p.m. The next regularly scheduled Finance Committee meeting is June 10, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

**Chelsea Christensen
Finance Secretary**