



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, June 10, 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, Carol Koenig

Committee Members Absent:

Sara Clark Pierson (notified staff of absence)

Staff Present:

Stacia Chick, Chelsea Christensen, Bob Sheehan, Chris McDaniel, Chuck Dougherty, Ericanne Spence, Karmen Katzinger, Suzanne Stolz, Jana Baylis, Morgan McKittrick

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:38 p.m.

Previous Meeting Minutes:

MOVED by Chris Swope and SUPPORTED by Carol Koenig to approve the meeting minutes of May 13, 2015.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Chris Swope and SUPPORTED by Kay Randolph-Back to adopt the revised agenda with the additional agenda items of "Acceptance of Steady State Budget Projections for Fiscal Year 2015/2016", "Fiscal Year 2013/2014 Fiscal Single, and Compliance Audits", and "Fiscal Year 2015 General Fund Update".

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

CONTRACT RENEWALS

Chris McDaniel presented a modification to the contract renewal with the Greater Lansing Housing Coalition (GLHC) as it is not yet finalized. The annual amount of revenue received by CMHA-CEI for supportive mental health/peer support services has been modified to \$36,000 from \$33,000. Discussion ensued regarding GLHC funds.

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 enter into the following contract renewals based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Revenue Contract Renewal: City of Lansing (CMHA-CEI)

Revenue contract renewal with the City of Lansing Police Department to provide emergency psychiatric screening services to the City of Lansing, Lock up/Detention unit from Substance Abuse Services & Corrections Mental Health for the period of July 1, 2015 through June 30, 2017 and receive \$15,000 per year for those services / goods.

Revenue Contract Renewal: Greater Lansing Housing Coalition (GLHC) – Walnut Street Apartments, Lansing (CMHA-CEI)

Revenue contract renewal with the Greater Lansing Housing Coalition to provide supportive mental health/peer support services for residents of Walnut Street Apartments, 517 N. Walnut Street, Lansing, for the period of July 1, 2015 through June 30, 2016 and receive up to a total annual amount of \$36,000.00 for those services.

Expense Contract Renewal: Sparrow Behavioral Health (CMHA-CEI)

Having just received this contract, please note that it is retroactive from April 1, 2015.

Expense contract renewal with Sparrow Behavioral Health to purchase inpatient hospitalization services from the hospital paying a per diem of no more than \$789 all-inclusive from April 1, 2015 through March 31, 2016.

Expense Contract Renewal: AT&T Data Services (CMHA-CEI)

Expense contract renewal to purchase data communication services between the Jolly Road data center and seven other CMHA-CEI sites from AT&T and pay \$4,903.50 per month for the 36 month period of approximately August 1, 2015 through July 31, 2018.

MOTION CARRIED unanimously.

New Purchase: Dell Computer, Merit, and Gov Connection (CMHA-CEI)

Chuck Dougherty presented a proposal to purchase four large computer servers for CMHA-CEI's data center. This purchase is similar to the purchase that was approved to fulfill the Information Services contract with Mid-State Health Network. CMHA-CEI staff are proposing to add servers due to insufficient capacity.

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 purchase Dell Servers and associated software from Dell Computer, Merit/MiDeal, Gov Connection, and others and pay \$166,809.68 for this hardware and software.

MOTION CARRIED unanimously.

Acceptance of Steady State Budget Projections for Fiscal Year 2015/2016 (CMHA-CEI)

Stacia Chick presented the Preliminary Steady State Budget for the fiscal year 2015/2016. The changes in revenues and expenses were provided and reviewed in the Steady State Budget Assumptions. Some notable changes are due to the removal of SRE budgets. Discussion ensued regarding the Allocation of Budget Variance among programs, which was also provided and reviewed. CMHA-CEI management requested guidance from the Finance Committee on appropriate fund balance levels for setting the Loss Reserve Provision. The Finance Committee requested the revision of allocating the surplus of \$3,821,506 to the Loss Reserve Provision.

ACTION:

MOVED by Chris Swope and SUPPORTED by Carol Koenig that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties accept the Steady State Budget Projections for Fiscal Year 2015/2016 with the revision of allocating the surplus of \$3,821,506 to the Loss Reserve Provision.

MOTION CARRIED unanimously.

Fiscal Year 2013/2014 Fiscal, Single, and Compliance Audits (CMHA-CEI)

Stacia Chick presented notification from the State of Michigan that CMHA-CEI's annual FY 2013/2014 audit has not been submitted. CMHA-CEI staff wanted to fully disclose the issue and share that every measure is being taken to comply with the State before further action is required. One issue with the delay in completion of the fiscal, single, and compliance audits is due to turnover of key staff. A large amount of accounting time is also being used to close the general fund gap without interruption of consumer services. The Finance Committee has the confidence that CMHA-CEI staff are completing the necessary steps to resolve the issue as soon as possible.

For information only.

Fiscal Year 2015 General Fund Update (CMHA-CEI)

Stacia Chick presented an update regarding General Funds for FY 2015. CMHA-CEI staff are looking at many methods to close the General Fund gap. CMHA-CEI is studying the consumer use of general fund dollars and beginning an aggressive enrollment campaign. Medicaid and Healthy Michigan enrollment is being strongly encouraged, if eligible. Policies and procedures are also being implemented to track coverage renewal dates to keep consumers enrolled. An update will be provided to the Finance Committee next month. Discussion ensued regarding billing procedures.

For information only.

Closed Session

MOVED by Raul Gonzales and SUPPORTED by Chris Swope to move into closed session to discuss labor negotiations.

A roll-call vote was taken on the motion to move into closed session.

Yes: Brehler, Gonzales, Koenig, Randolph-Back, Swope

No: None.

MOTION CARRIED unanimously.

The Finance Committee returned to open session at 6:55 p.m.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:57 p.m. The next regularly scheduled Finance Committee meeting is July 8, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen
Finance Secretary