



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**FINANCE COMMITTEE**

**Meeting Minutes**

**Tuesday, November 10, 5:30 p.m.**

**812 E. Jolly Road, Conference Room G11-C**

**Lansing, MI 48910**

**Committee Members Present:**

**Joseph Brehler, Kam Washburn, Chris Swope, Raul Gonzales**

**Committee Members Absent:**

**Sara Clark Pierson, Carol Koenig, Kay Randolph-Back**

**Staff Present:**

**Stacia Chick, Chelsea Christensen, Sara Lurie, John Peiffer, Karmen Katzinger, Al Way, Mary Clissold, Chris McDaniel, Cliff Dodson, Chuck Dougherty**

**Public Present:**

**None.**

**Call to Order:**

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

**Previous Meeting Minutes:**

**MOVED by Raul Gonzales and SUPPORTED by Kam Washburn to approve the meeting minutes of October 14, 2015.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED by Kam Washburn and SUPPORTED by Raul Gonzales to adopt the revised agenda with the additions of "Healthy Michigan Expansion" and "Fund Balance Restoration Plan".**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**No comment.**

**BUSINESS ITEMS:**

**New Purchase: Teletrac**

**John Peiffer presented a new expense contract for a vehicle fleet asset management system. The proposed provider has been revised from AT&T Mobility to Teletrac. This asset managing tool includes a device that is installed in each vehicle to track maintenance and performance.**

**Chris Swope joined the meeting at 5:32 p.m.**

**John shared and discussed a list of the proposed fleet management features such as fuel card integration, geo fences, location dispatching, and a number of system and utilization reports. Facilities and Maintenance staff expect a great savings with the implementation of preventative maintenance schedules. Discussion ensued regarding current maintenance and fuel costs. The Finance Committee shared some concern regarding the cost and extra supervision but felt that it could be a good tool to improve driving and vehicle care.**

**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 a new expense contract with Teletrac, located at 7391 Lincoln Way, Garden Grove, CA 92841, to purchase a Vehicle Fleet / Asset Managing Tool and Web Based Vehicle Management Software System that will enhance the current management of 120 CMHA-CEI vehicles and agree to pay \$99,360 over a three year period at \$2,760 per month, including \$27,600 for the current fiscal year.**

**MOTION CARRIED. One no vote.**

**Wardcliff Abilites Center Update**

**Mary Clissold presented an update regarding the Wardcliff Abilities Center. It is anticipated that in early 2016, the Medicaid Autism benefit will be extended to children and young adults up to the age of 21. Currently, the benefit covers services to children ages 18 months through age 6. To accommodate this change, Community**

Services for the Developmentally Disabled will need to significantly expand the capacity to evaluate and serve children and young adults with Autism. Facilities and Maintenance will be working with Okemos School District to expand CMHA-CEI's current lease. CMHA-CEI staff are anticipating a need for approximately 8,000 additional square feet.

For information only.

**Revenue Contract Renewal: University of Michigan**

Al Way presented a contract renewal to provide funding for a 1.0 FTE Mental Health Therapist to provide Behavioral Health Consultant (BHC) services in a pediatric clinic. This contract is part two of the grant through the University of Michigan for on call psychiatry. The BHC will serve as an integrated member of the primary care team and will provide brief individual and/or family therapy. They will also provide consultation to members of the primary care team to ensure behavioral health needs are met. Additionally, the BHC will provide community resource information to patients and referrals for behavioral health services, including CMH services. The BHC will also serve as a liaison with the University of Michigan Child Collaborative Care (MC3) Psychiatric Team. In that capacity, the BHC will provide linkage between the Primary Care Provider and a MC3 Psychiatrist. The referrals made to Families Forward are followed up on and if the case is high risk further steps are taken.

**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 renewal with the University of Michigan to provide Behavioral Health Consultant services for the period of October 1, 2015 through September 30, 2016 and receive \$86,586 for those services.

Because this contract has not yet been finalized, this fact sheet contains estimated dollar amounts. If the final contract varies by 5% or \$10,000, an amended fact sheet will appear on a future Finance Committee agenda.

MOTION CARRIED unanimously.

**Expense Contract Renewals: Hospital Agreements - Alpena Regional Medical Center (Alpena, MI), BCA Stonecrest Center (Detroit, MI), Oaklawn Hospital (Marshall, MI), Samaritan Behavioral Center (Detroit, MI)**

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MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

**Karmen Katzinger presented hospital contract renewals. The BCA Stonecrest rates have increased and are now consistent across all CMHs.**

**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 to enter into contract renewals with Alpena Regional Medical Center, BCA Stonecrest, Oaklawn Hospital, and Samaritan Behavioral Center to purchase hospital services from the hospitals at the rates and dates indicated below for the respective agreements.**

**Alpena Regional Medical Center: 2 year agreement (1/01/2016 - 12/31/2017) - rates all-inclusive**

Inpatient – adults: \$900.00 per diem (2.86% increase)

**BCA Stonecrest: 2 year agreement (1/01/2016 - 12/31/2017) - rates all-inclusive**

Inpatient – adults: (1/1/2016-12/31/2016) \$750.00 per diem (15.38% increase)  
(1/1/2017-12/31/2017) \$780 per diem (15.55% increase)  
1:1 Enhanced Rate \$975.00 same rate for 1<sup>st</sup> and 2<sup>nd</sup> year.

**Oaklawn Hospital: 2 year agreement (1/01/2016 - 12/31/2017) - rates all-inclusive**

Inpatient – adults: (1/1/2016-12/31/2016) \$860.00 per diem (3.0% increase)  
(1/1/2017-12/31/2017) \$885.00 per diem (3.0% increase)

**Samaritan Behavioral Center: 1 year agreement (1/01/2016 - 12/31/2016) - rates all-inclusive**

Inpatient – adults: \$725.00 per diem (estimated 3.57% increase)

**MOTION CARRIED unanimously.**

**Healthy Michigan Expansion**

**Stacia Chick requested approval to begin formulating and implementing program proposals. For Fiscal Year 2016, the Finance Department is anticipating a Healthy**

Michigan surplus of approximately \$4,870,858. Staff are currently formulating ideas for proposals that will expand services to Healthy Michigan (HMP) enrollees in the tri-county area with mild to moderate behavioral health (needs related to mental illness and substance use disorder) and mild to moderate developmental disability needs. Staff are requesting approval to begin implementing those proposals as they are formulated in order to prevent lapsing HMP funds back to the PIHP, Mid-State Health Network (MSHN). In doing so, staff have a goal of increasing HMP penetration rates to at least the Region's average. This would require services to be provided to approximately twice as many HMP consumers as were provided to in FY 2015. Discussion ensued regarding serving consumers and the timeline for filling physician positions. Full proposals were requested for the December Finance Committee meeting.

**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 formulate program proposals up to \$4,870,858 and begin implementing those proposals as soon as possible for Fiscal Year 2016.

**MOTION CARRIED** unanimously.

**New Business:**

None.

**Old Business:**

Stacia Chick presented an update of CMHA-CEI's Fund Balance Restoration Plan. The estimated use of fund balance for FY 2015 is \$700,000. The unrestricted fund balance (risk reserve) as of 9/30/14 is approximately \$2,400,000 (unaudited). The Agency has a risk reserve target of \$4,000,000. The difference between the desired level of unrestricted fund balance and actual/projected is \$2,300,000. The restoration plan calls for restoring the unrestricted fund balance to the desired level over the next seven years (1/7<sup>th</sup> each year).

**Public Comment:**

None.

**Adjournment:**

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MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

The meeting was adjourned at 6:30 p.m. The next regularly scheduled Finance Committee meeting is December 9, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen  
Finance Secretary