



Community

MENTAL HEALTH
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BUILDING AND SITES AD HOC COMMITTEE

Meeting Minutes

Thursday, February 11, 2016, 12:00 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910

Committee Members Present:

Kay Pray, Kam Washburn, Joseph Brehler, Carol Koenig

Excused:

Maxine Thome

Staff Present:

Stacia Chick, Aleshia Echols, John Peiffer, Sara Lurie

Public Present:

Alan Goschka

Call to Order:

The meeting was called to order by Chairperson Kam Washburn at 12:00 p.m.

Previous Meeting Minutes:

MOVED by Kay Pray and SUPPORTED by Carol Koenig to approve the meeting minutes of November 18, 2015.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kay Pray and SUPPORTED by Carol Koenig to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

812 Jolly Road Building Expansion Project Site Plans, Perspectives, Floor Plans and Cost Estimates

John Peiffer and Alan Goschka provided an update regarding the 812 Jolly Road Building Expansion Project. The existing Site Plans, Perspectives, and Floor Plans were compared to the projected plan layouts (see attachments.) Mr. Goschka shared with the Committee that Leadership expressed safety concerns for consumers that were related to the drop off at the grade and revealed the plan to address this issue, which included: addition of a one way drive buses can move through more easily, raising existing grades, and drop off drive for consumers.

There were questions regarding the easements and whether they are in place. Mr. Peiffer assured the Committee that this matter has been addressed at the Building Authority meeting and advised that CMHA-CEI is covered. Mr. Peiffer reported that property lines have been established and clearly identified. CMHA-CEI line extends out to the U.S. Postal mail box.

Mr. Goschka reported that CMHA-CEI currently has 15 existing handicap parking spots; Mr. Peiffer stated that on any given day it was reported that about 70% of the spots are utilized, which leave a few vacant spots accessible. Mr. Goschka informed the Committee that the Michigan building code requires that CMHA-CEI offer 9 spots based on the total number of spots we currently have, which is 368. Mr. Goschka stated that currently CMHA-CEI has 50% more than what is required by the City of Lansing and American Disabilities Act (ADA). Mr. Brehler commented that he was appalled at the number of required handicapped spots were so low based on the total number of parking spots, and suggested considering adding additional spots in the employee parking area.

Mr. Goschka reported that with the expansion all handicap parking will be located on the Westside of the building. In total the expansion will offer 465 parking spots, including 85 employee parking spots in the new employee parking lot which will be located on the Eastside of the building. In addition to employee parking, the new lot will house the Facility Maintenance fleet tracking vehicles when not in use. There will also be an "Employee Access Only" entrance on the Eastside of the building which will require use of employee badges for entrance. Ms. Koenig

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MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

requested that there is visible signage from the street identifying clearly that the entrance is an "Employee Access Only" entrance.

Mr. Goschka reviewed the floor plans for each floor by program and estimated that ground breaking would begin May 1. A couple of months prior to that, notification will be given to transitional housing CSDD Manager that the house is no longer available to be utilized so that demolition could begin on the two homes on the East side of the existing building. The parking lot will need to be filled in using natural cross slopes, and the drainage water system drains on the Eastside of the building.

Mr. Goschka pointed out that he is pleased to report that they will be able to work with the existing blend when adding the addition. The look of the building will be seamless and very difficult to detect where the addition begins.

Mr. Goschka quickly highlighted the East, West, South and North Perspectives and in detail gave an overview of the floor plans for each floor by program. Mr. Goschka pointed out that the Directors were asked to look at history of growth and project out 7 years. Using the growth study data, individual programs have already built in long term growth in the hopes of eliminating rework or further expansion of workstations and office space at a later date. Ms. Koenig inquired about the initial plan to utilize growth space for possible revenue. Mr. Goschka stated that due to the limited amount of space, CMHA-CEI was unable to pursue this option.

Mr. Goschka talked about the growth of several of the programs such as: Information Systems adding larger training room, new server room; property and facilities, AMHS Administration, QCSRR, Records, and the importance of having direct access to the South East corner. In addition, expanding the Atrium capacity to approximately 90, adding lounge seating and table tops, which will allow the ability to utilize the space as not only meeting room space, but also lunch or break room space for employees and consumers. Due to the noticeable wear and tear that is very noticeable throughout the existing facility, Mr. Washburn was pleased to see that 70% of the building will be upgraded (which includes new carpeting, etc.) Although, this was not part of the original plan, the Committee was pleased to see that this is being incorporated at the time of the expansion project. Jolly Java will be moving to the 1st floor.

For information only.

Finance Update

Stacia Chick presented a building expansion analysis for revenue sources. Bringing back The Recovery Center and ACT will bring back extra revenue. There would no longer be a lease for The Recovery Center. The current funds come from a contract with Mid-State Health Network. The Facilities Allocation would also be a savings. Bringing back ACT will also bring back their Facilities budget. Another revenue source would be the increased Pharmacy lease to cover the expansion of 1,600 sq. ft. The Building and Sites Committee inquired about closing the Saginaw facility for The Recovery Center. Substance Abuse Services sees an advantage of additional security and better collaboration with Crisis Services and Bridges Crisis Unit. Discussion ensued regarding bringing Human Resources back to 812 E. Jolly Rd. and the future use of 1305 E. Jolly Rd.

The total amounts for a 25 year loan with interest rates between 4% and 6% were also provided. The interest rate makes a considerable difference. Discussion ensued regarding historic interest rates and funding options. Discussion ensued regarding CMHA-CEI debts and funding options. Ms. Chick will send detailed information regarding CMHA-CEI debts to the Committee and look into interest rates and loan structures for governmental agencies with other financial institutions once she is able to verify whether or not CMHA-CEI is under a loan covenant with J.P. Chase Morgan.

The Building and Sites Committee will continue assembling for the Building Expansion to keep processes moving efficiently.

Stacia commented that the estimated cost is for the building only, not interior structures such as DBI inventory. Layouts will need to be finalized before an estimate can be provided for the equipment. Stacia will review the Fixed Assets Budget.

Stacia has expressed urgency with Ingham County regarding the current lease agreement. Ingham County is having challenges getting documentation to bond council. CMHA-CEI cannot move forward with a construction loan until the property is owned. Discussion ensued regarding payoff amounts.

For information only.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 1:42 p.m. Committee meetings will be scheduled in mid March and the end of April.

Minutes Submitted by:

Aleshia Echols

Executive Administrative Assistant