



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

**FINANCE COMMITTEE**

**Meeting Minutes**

**Wednesday, June 8, 2016, 5:30 p.m.**

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

**Lansing, MI 48910**

**Committee Members Present:**

**Joe Brehler, Kam Washburn, Kay Randolph-Back, Dianne Holman, Raul Gonzales**

**Committee Members Absent:**

**Carol Koenig (notified staff of absence), Chris Swope (notified staff of absence)**

**Staff Present:**

**Stacia Chick, Sara Lurie, Chelsea Christensen, Cliff Dodson, KC Brown, Jana Baylis, Chris McDaniel**

**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 Dianne Holman to approve the meeting minutes of May 11, 2016.**

**Kay Randolph-Back inquired about the discussion of aggressive fund development on page 8 of the minutes. The minutes state that management would do some research and report back to the Finance Committee but this item was not on the agenda. Sara Lurie shared that the information will included on the agenda for an upcoming meeting.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED by Kam Washburn and SUPPORTED by Raul Gonzales to adopt the revised agenda with the removal of agenda item #8. Fiscal Year 15/16 Amended Budget for the Quarter Ended March 31, 2016 AND Fiscal Year 15/16 Preliminary Financial Statements for the Quarter Ended March 31, 2016.**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**No comment.**

**BUSINESS ITEMS:**

**Amended Revenue Contract: Michigan Department of Corrections, Office of Community Corrections – Probation Residential Services**

**KC Brown, Coordinator of Correctional Assessment and Treatment Services (CATS), presented a proposal to amend the contract with the Michigan Department of Corrections (MDOC) for Probation Residential Services at the House of Commons. The current contract amount is up to \$525,000 for a three-year period. The amendment increases the contract by \$58,000 for fiscal year 2016. The amended amount is being added due to MDOC projections that an increase will be necessary to maintain the House of Commons at the current level through the end of the fiscal year. Discussion ensued regarding referrals and treatment services provided under the contract.**

**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) authorize the amended contract with the Michigan Department of Corrections – Office of Community Corrections to provide Probation Residential Services for FY 2016 with an additional allotment of \$58,000, bringing the total amount for this fiscal year to \$238,000.**

**MOTION CARRIED unanimously.**

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

**Chris McDaniel presented a request to renew the revenue contract with GLHC. CMHA-CEI has had this agreement for several years. This agreement provides**

funding for supportive mental health/peer support services for residents of Walnut Street Apartments.

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Dianne Holman 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 Greater Lansing Housing Coalition to provide supportive peer support services for the residents of Walnut Street Apartments, located at 517 N. Walnut Street, Lansing, MI, for the period of July 1, 2016 to June 30, 2017 and receive up to \$30,000 for those services.

MOTION CARRIED unanimously.

**Contract Extension: St. John Pharmacy**

Sara Lurie presented a proposal to extend CMHA-CEI's contract with St. John Pharmacy for 3 years. The current contract expires on September 30, 2016 with the option to extend. Many staff and contractors report a positive experience, however, some staff have experienced procedural and/or communication problems during collaboration. In an effort to address these issues, management will be restructuring the Pharmacy and Therapeutics Committee to better facilitate communication with the Pharmacy and provide a problem solving venue.

**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 3-year contract extension with St. John Pharmacy for the period of October 1, 2016 through September 30, 2019.

Discussion ensued regarding the benefit of having an onsite pharmacy.

MOTION CARRIED unanimously.

**Acceptance of Steady State Budget Projections for Fiscal Year 2016/2017**

Stacia Chick presented the Steady State Budget Projections for Fiscal year 2016/2017. The Steady State Budget Assumptions that were reviewed and adopted last month were applied to the current budget figures. Discussion ensued regarding projections

resulting from the expanded autism program. Enrollees have more than doubled since the beginning of the year.

Based on the current figures that were applied, Finance is projecting a \$780,000 general fund deficit for fiscal year 2017. Management requested guidance from the Finance Committee in regard to moving forward with program proposals before the capitated rates are released from the State. Management reviewed the plans in place and the plans that are being implemented that will reduce the Medicaid surplus and expand services to accommodate autism enrollment and eligibility changes. The Finance Committee accepted the Steady State Projections as presented.

**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, Ingham Counties accepts the Steady State Budget Projections for Fiscal Year 2016/2017.

**MOTION CARRIED** unanimously.

**Old Business:**

None.

**New Business:**

None.

**Public Comment:**

Sara Lurie provided an update regarding the eliminated contracts with Justice in Mental Health Organization and Retired Senior Volunteer Program.

**Adjournment:**

The meeting was adjourned at 6:18 p.m. The next regularly scheduled Finance Committee meeting is July 13, 2016, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

**Minutes Submitted by:**

**Chelsea Christensen**  
**Finance Secretary**