



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

**FINANCE COMMITTEE**

**Meeting Minutes**

**Wednesday, July 13, 2016, 5:30 p.m.**

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

**Lansing, MI 48910**

**Committee Members Present:**

**Joe Brehler, Kay Randolph-Back, Raul Gonzales, Chris Swope, Kam Washburn, Dianne Holman, Carol Koenig**

**Committee Members Absent:**

**None.**

**Staff Present:**

**Stacia Chick, Sara Lurie, Chelsea Christensen, Gwenda Summers, Patricia Tygre, Chris McDaniel, Chuck Dougherty, John Peiffer, Sharon Blizzard**

**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 Chris Swope and SUPPORTED by Kam Washburn to approve the meeting minutes of June 8, 2016.**

**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 Renewals**

Gwenda Summers presented two revenue contract renewals with Eaton County.

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

**Revenue Contract Renewal: Eaton County - Truancy Intervention Project**

Contract renewal with Eaton County to provide screening, assessment, referral, and treatment services to youth and families under jurisdiction of the Eaton County Juvenile Court for the period of October 1, 2016 through September 30, 2017 and receive \$141,016 for those services.

**Revenue Contract Renewal: Eaton County - Parent Young Child Program**

Contract renewal with Eaton County to provide home-based services to Eaton County families for the period of October 1, 2016 through September 30, 2017 and receive \$249,222 for those services.

**MOTION CARRIED** unanimously.

**Revenue Lease Renewal: 838 Louisa, Suite A, Lansing**

John Peiffer presented a lease renewal for the space leased by Office and Professional Employees International Union OPEIU – Local 459 at 838 Louisa, Lansing. The lease is for 3,450 square feet of the building. The renewal includes a standard 2% increase per year. The remainder of the building is utilized by Families Forward staff and some Recipient Rights staff. These staff have moved temporarily due to the building expansion and Healthy Michigan expansion.

**ACTION:**

**MOVED** by Chris Swope and **SUPPORTED** by Kam Washburn 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, as Landlord, to renew the revenue lease contract of property at 838 Louisa Street, Lansing, Michigan in Ingham County to the Office and Professional Employees International Union OPEIU – Local 459, whose current address is 838 Louisa Street, Suite A, Lansing, Michigan, for the period of August 1, 2016 through July 31, 2019 and receive a total sum of \$68,928 as monthly installments as noted above to be received on or before the first of each month.

**MOTION CARRIED** unanimously.

**Expense Contract Amendment: Justice in Mental Health Organization**

Chris McDaniel presented a contract amendment proposing to move staffing supports and costs from Richard's Place to Drop-in/Project Stay services. The contract with Richard's Place was terminated June 20, 2016. CMHA-CEI will no longer be able to support housing but will be able to expand services to Drop-in Project Stay. The services will be funded with Medicaid. Sara Lurie shared that Drop-In/Project Stay will also help individuals access other housing resources.

**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, Ingham Counties authorize CMHA-CEI to amend the current contract to purchase Drop-In/Project Stay services from Justice in Mental Health Organization for the period of June 21, 2016 through September 30, 2016 and pay the remaining \$77,716 for those services.

**MOTION CARRIED** unanimously.

Carol Koenig joined the meeting at 5:37 p.m.

**Expense Contract Renewal: Mirazon Group**

Chuck Dougherty presented a contract renewal for server storage operation and maintenance software. Discussion ensued regarding the Lansing Board of Water and Light recently being compromised. Mr. Dougherty described the monetary resources required to make an organization's network near impenetrable. The Finance Committee inquired about CMHA-CEI's backup processes. Mr. Dougherty explained the redundancies currently in place at CMHA-CEI.

**ACTION:**

**MOVED** by Chris Swope and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract renewal with Mirazon Group for Datacore licenses and maintenance through June 29, 2019 and pay \$100,443 for that maintenance.

**MOTION CARRIED** unanimously.

**New Expense Contract: Productive Corporation**

Chuck Dougherty presented a proposal to renew the current Arcserve backup software license and maintenance contract. This is a new contract because staff are proposing to switch to a new vendor.

**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 authorize CMHA-CEI to enter into a contract with Productive Corporation for Arcserve backup software for the period of August 1, 2016 through July 31, 2017 and pay \$28,544.27 for that maintenance.

**MOTION CARRIED** unanimously.

**Old Business:**

None.

**New Business:**

None.

**Public Comment:**

None.

**Adjournment:**

The meeting was adjourned at 5:45 p.m. The next regularly scheduled Finance Committee meeting is August 10, 2016, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

**Minutes Submitted by:**

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