



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, August 10, 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, Kam Washburn, Dianne Holman, Carol Koenig, Chris Swope

Committee Members Absent:

None.

Staff Present:

Stacia Chick, Sara Lurie, Chelsea Christensen, Cliff Dodson, Ericanne Spence, Alan Platt, Andrea Carlson, Sharon Blizzard, Mary Clissold, Joyce Tunnard, Chuck Dougherty

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 July 13, 2016.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Raul Gonzales and SUPPORTED by Dianne Holman to adopt the revised agenda with the addition of "General Fund Update" under Old Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Expense Contract Renewals: Residential Type A Contracts

Stacia Chick presented expense contract renewals for Residential Type A contracts. There are no significant changes to the contracts.

ACTION:

MOVED by Raul Gonzales 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 to renew the contracts with the providers listed below to purchase residential services with the per diem rates of \$19.52 (Level I), \$39.04 (Level II), and \$58.56 (Level III) for the period of October 1, 2016 through September 30, 2017.

Falco Corporation – Allegan Enrichment Center
Pine Rest Christian Mental Health Services – Sequoia Home
The Lighthouse Inc. – Southern Cross
Bereket Bezabeh – Isabel
Betty White – White AFC
Elizabeth McCalla – McCalla AFC
Patti Holland – Lansing AFC
Phyllis Williams – Still Well AFC
Rachel Abebe – Rachel’s AFC
Simbarasche Chiduma – Open Arms AFC

MOTION CARRIED unanimously.

Contract Renewals

Alan Platt presented several standard expense and revenue contracts.

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

Expense Contract Renewal: Case Management of Michigan, Kalamazoo

Contract renewal with Case Management of Michigan to purchase the below listed services for the period of October 1, 2016 through September 30, 2017.

Service	Code	Unit	Authorized Rate
Case Management	T1016, T1017	15 Minute	\$100.00
Psychiatric Evaluation	90791	Encounter	\$250.00
Medication Review	99213	Encounter	\$75.00
Nursing Evaluation	T1001	Encounter	\$100.00
Nursing Services	T1002	15 Minute	\$75.00
Group Therapy	90853	Encounter	\$45.00
Medication Injection	96372	Encounter	\$21.00

Expense Contract Renewal: Robert D. Smith, Ph.D., Okemos

Contract renewal with Robert D. Smith, Ph.D., whose address is 2280 Sower Blvd., Okemos, MI 48864, to purchase psychological and neuropsychological testing for the period of October 1, 2016 through September 30, 2017 and pay \$490 - \$1,500 per assessment, depending on its complexity, for those services/goods.

Expense Contract Renewal: Nathaniel Asche, East Lansing

Contract renewal with Nathaniel Asche, whose address is 16960 Black Walnut Lane, East Lansing, MI 48823, to purchase Occupational Therapy (OT) Assessments for the period of October 1, 2016 through September 30, 2017 and pay \$280 (per assessment) and \$45/hour (OT meeting with community) for those services.

Expense Contract Renewal: Justice in Mental Health Organization

Contract renewal to purchase services from Justice in Mental Health Organization (JIMHO) for the period of October 1, 2016 through September 30, 2017 and pay \$259,426 for those services.

Expense Contract Renewal: Michigan Rehabilitation Services

Contract renewal with the Michigan Rehabilitation Services to provide supportive employment through this Interagency Cash Transfer Agreement (ICTA) for the period of October 1, 2016 through September 30, 2017, and spend \$37,811.

Expense Contract Renewal: Michigan State University Department of Psychiatry

Contract renewal with the Michigan State University Department of Psychiatry to purchase psychiatric evaluations, medication reviews, medication monitoring, and consultations with CMHA-CEI staff and the 55th District Mental Health Court and periodic attendance of meetings or hearings as requested by CMHA-CEI and/or the 55th District Mental Health Court for the period of October 1, 2016 through September 30, 2017 and pay \$34,320 for those services.

Revenue Contract Renewal: 30th Circuit Court

Contract renewal with the 30th Circuit Court to provide a .5 FTE Mental Health Therapist and .75 FTE Client Services Specialist for the Mental Health Court in Ingham County for the period of October 1, 2016 through September 30, 2017 and receive \$89,407.

Revenue Contract Renewal: 55th District Court

Contract renewal with the 55th District Court to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2016 through September 30, 2017 and receive \$286,221.

Revenue Contract Renewal: 65 B District Regional Mental Health Court

Contract renewal with the 65 B Regional Mental Health Court to provide a .5 MHT for the implementation of a Mental Health Court in Clinton County for the period of October 1, 2016 through September 30, 2017 and receive \$38,597.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Lansing School District- PEACE (Promoting Peace by Expanding Awareness of Culture and Equity) Grant

Andrea Carlson presented a revenue contract renewal with the Lansing School District. There are no significant changes to the contract.

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 enter into a contract with the Lansing School District to provide prevention and intervention services for the period of October 1, 2016 through September 30, 2017 and receive \$40,908 for those services.

MOTION CARRIED unanimously.

Dianna Holman requested a review of the program provided by the PEACE Grant. The grant joins many agencies in partnership with the Lansing School District (LSD) to provide intervention to youth. Other partners include Child and Family Charities, Cristo Rey Community Center, Resolution Services, and the Refugee Development Center. The grant funds staff time dedicated to link with LSD to provide outreach to families identified through the LSD PEACE grant in order to engage and enroll them in CMHA-CEI services if appropriate. Kay Randolph-Back requested records of the number of cases opened through this program. Ms. Carlson offered to send the information to Sara Lurie to forward to the board members for review.

Revenue Contract Renewals

Chuck Dougherty presented a three-month contract renewal with Gratiot County Community Mental Health (GCCMH) to host the Echo Software System. Since CMHA-CEI has discontinued use of the Echo Electronic Health Record it would not have been feasible for CMHA-CEI to continue to host GCCMH indefinitely. It was originally expected that the GCCMH would convert to Smartcare in 2016, but a few months ago GCCMH made a decision to instead implement an Electronic Health Record provided and hosted by PCE. PCE is known for doing a good job helping CMHs (particularly smaller CMHs) transition to new Electronic Health Records. CMHA-CEI will provide technical assistance during this transition.

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 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: Gratiot County Community Mental Health

Contract renewal with Gratiot County Community Mental Health to provide and maintain the Echo Electronic Health Record for the period of October 1, 2016 through December 31, 2016 and receive \$31,673.04.

Revenue Contract Renewal: Mid-State Health Network

Contract renewal with Mid-State Health Network to provide data warehouse and submission services for the period of October 1, 2016 through September 30, 2017 and receive \$807,580.50 for those services.

MOTION CARRIED unanimously.

Chris Swope and Carol Koenig joined the meeting at 5:40 p.m.

Expense Contract Amendments

Stacia Chick presented two expense contract amendments with the Michigan Department of Health and Human Services.

ACTION:

MOVED by Carol Koenig and SUPPORTED by Chris Swope 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 the following expense contract amendments based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Expense Contract Amendment: Michigan Department of Health and Human Services Medicaid Eligibility Specialist Designated to CMHA-CEI

Contract amendment with Michigan Department of Health and Human Services to purchase Medicaid Eligibility Specialist services for the period of October 1, 2016 through September 30, 2017, and pay \$29,500 for those services.

Expense Contract Amendment: Michigan Department of Health and Human Services Medicaid Eligibility Specialist Designated to CMHA-CEI

Contract amendment with Michigan Department of Health and Human Services to purchase Medicaid Eligibility Specialist services for the period of October 1, 2016 through September 30, 2017, and pay \$59,000 annually for those services.

MOTION CARRIED unanimously.

Joe Brehler commented that he trusts CMHA-CEI management to provide accurate information and to share any significant changes for the contract renewals and amendments. Mr. Brehler also expects committee members to review the information provided before the meeting and to ask questions if there are any concerns.

Program Proposals to Balance FY 2017 Budget

Stacia Chick shared that there is a total agency wide steady state budget variance of \$3,790,380 and reviewed program specific deficits. Discussion ensued regarding the impact on the programs for the grants that will not be renewed as of October 1, 2016.

Kay Randolph-Back requested more information about Early Head Start. Gwenda Summers will be able to provide the information.

There is an adjusted budget variance of \$4,098,818. Each CMHA-CEI program presented proposals to balance the FY 2017 budget. Discussion ensued regarding the benefits of onsite coordinators for 24 hour programs and the current delays for children to be seen by a psychiatrist.

The Finance Committee inquired about the need for additional services through 44North for calculating health insurance rates and would like a report at the end of the fiscal year to determine the amount of savings created from all 44North services. Savings are reviewed monthly at CMHA-CEI's Healthcare Committee meetings but there are currently only seven months of data. The value of 44North services is expected to increase over time.

Sara Lurie shared that CMHA-CEI staff are only proposing changes concerning the potential of becoming a Certified Community Behavioral Health Clinic (CCBHC) in situations that also meet current agency needs.

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 accept management's Fiscal Year 2017 program proposals to balance the budget and authorize management to begin implementation.

MOTION CARRIED unanimously.

Old Business:

General Fund Update

Finance was projecting a general fund deficit of approximately 1.2 million at the beginning of the year. With the proposals that have been implemented, CMHA-CEI's general fund deficit is now projected to be approximately \$500,000 if trends remain the same.

Sara Lurie and Stacia Chick have also met with MDHHS and requested a 236 transfer. A general fund surplus from a CMH can be transferred to another CMH that is experiencing a general fund deficit. Fund balances are reviewed when considering CMHs to reallocate funding to.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 7:13 p.m. The next regularly scheduled Finance Committee meeting is September 14, 2016, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen
Finance Secretary