



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

**FINANCE COMMITTEE**

**Meeting Minutes**

**Wednesday, December 14, 2016, 5:30 p.m.**  
**812 E. Jolly Road, Conference Room G11-C**  
**Lansing, MI 48910**

**Committee Members Present:**

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

**Committee Members Absent:**

**Chris Swope (notified staff of absence)**

**Staff Present:**

**Stacia Chick, Sara Lurie, Chelsea Park, Ericanne Spence, Gwenda Summers, Chuck Dougherty, Mary Clissold, Shana Badgley, Jennifer Stanley**

**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 Kay Randolph-Back and SUPPORTED by Kam Washburn to approve the meeting minutes of November 9, 2016.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED by Kay Randolph-Back and SUPPORTED by Raul Gonzales to adopt the revised agenda including the removal of agenda item number 22. "JP Morgan Chase Tax Exempt Borrowing Renewal of Cherry Street Loan" and the addition of "JP**

**Morgan Chase Tax Exempt Borrowing Resolutions for 2015/2016 Vehicle Purchase (Revised)” under Old Business.**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**No comment.**

**BUSINESS ITEMS:**

**Financial Audit of Fiscal Year 2015**

**Stacia Chick introduced Kristy VanderMolen, BDO USA, LLP via conference call to review the audited financial statements for fiscal year 2015. Ms. VanderMolen shared that CMHA-CEI management cooperation was excellent. There were no audit adjustments or proposed audit adjustments related to accounts and /or disclosures that were presented to management. One material weakness was identified for the untimely filing of financial statements. CMHA-CEI did not comply with the State of Michigan’s Financial Reporting deadline.**

**Dianne Holman joined the meeting at 5:40 p.m.**

**Discussion ensued regarding significant regulatory, accounting, and reporting matters and the impact and effective dates of disclosure requirement changes.**

**Carol Koenig joined the meeting at 5:45 p.m.**

**Joe Brehler commented on the Government-Wide Financial Statements Statement of Activities. The Net Position shows a \$24,047,124 deficit with the GASB No. 68 Adjustment. The agency shows a \$8,100,073 Net Position before the adjustment.**

**Stacia Chick shared that the fiscal year 2016 audit is on schedule and will be completed by Plante Moran. Ms. Chick also shared that improvements have been made after the staffing issues experienced last year and multiple CMHA-CEI staff are now involved to assist with future audits.**

**For information only.**

**New Expense Contract: AT&T Mobility and Amazon**

**Chuck Dougherty presented a proposal to purchase 181 Hotspot devices from Amazon for a onetime payment of \$18,100 and purchase Internet access from AT&T for an**

estimated monthly amount of \$3,500. The estimated cost of savings from switching to AT&T Mobility would be approximately \$22,412 in the first year and \$40,512 in subsequent years. Discussion ensued regarding sharing purchasing information with other CMHs.

**ACTION:**

**MOVED** by Kam Washburn and **SUPPORTED** by Carol Koenig 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 purchase Hotspot devices from Amazon for \$18,100 and purchase monthly Hotspot Access from AT&T for an estimated \$3,500 per month (\$42,000 per year).

**MOTION CARRIED** unanimously.

**New Expense Contract: Dell Computer**

Chuck Dougherty presented a proposal to purchase 160 desktop computers from Dell Computer and pay \$104,640. The old computers are cleared off and offered for sale to consumers and staff. Computers that cannot be sold or used are recycled. The Finance Committee discussed purchasing options and the competitive bid process.

**ACTION:**

**MOVED** by Carol Koenig 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 purchase desktop computers from Dell Computer and pay \$104,640.00.

**MOTION CARRIED** unanimously.

**Expense Contract Renewal: Comcast**

**ACTION:**

**MOVED** by Kam Washburn and **SUPPORTED** by Carol Koenig 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 with Comcast to purchase Internet access from Comcast for the period of January 1, 2017 through December 31, 2017, for a total of \$40,500.

**MOTION CARRIED** unanimously.

**Revenue Contract Renewal: Ingham County**

Kay Randolph-Back requested clarification for the portion of the fact sheet stating “the therapist will assist in necessary paperwork if inpatient hospitalization is assessed, as required”. This portion refers to the brief screen and the initial petition required for inpatient hospitalization. Ms. Spence also shared that CMHA-CEI staff completed 44 screens from January 2016 through September 2016.

**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, Ingham Counties authorize CMHA-CEI to enter into a service agreement with Ingham County to provide emergency psychiatric screening services to the Ingham County Jail for the period of January 1, 2017 through September 30, 2017 and receive \$30,632 per year for those services/goods.

MOTION CARRIED unanimously.

**Revenue Contract Amendment: Michigan Department of Health and Human Services, Trauma-Focused Cognitive-Behavioral Therapy Medicaid Health Plan**

Joe Brehler asked if the general fund balance will be affected by this funding change. Gwenda Summers stated that the renewal amount included is a rollover amount from the previous year. The amount that had been put forth as a rollover amount has changed. There will be no change in the staffing level but training for staff will be affected. The adjustments made to account for the funding reduction will not affect consumers.

**ACTION:**

MOVED by Carol Koenig and SUPPORTED by Kay Randolph-Back 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 with the Michigan Department of Health and Human Services to provide support services for Trauma-Focused Cognitive-Behavioral Therapy training for the period October 1, 2016 through September 30, 2017 and receive 97,665.58, not the original amount of \$121,000, for those services provided.

MOTION CARRIED unanimously.

**Expense Contract Renewal: Community Based Interventions (CBI) Rehabilitation Services, Inc.**

Gwenda Summers presented an expense contract renewal with CBI Rehabilitation Services, Inc. This proposal is retroactive to October 1, 2016. CMHA-CEI management

have been negotiating with CBI Rehabilitation Services, Inc. since last April. Discussion ensued regarding consumer restraint regulations and the hesitancy to place children with tendencies of potential self-harm and/or harm to others.

**ACTION:**

**MOVED** by Kam Washburn 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 CBI Rehabilitation Services, Inc. to purchase therapeutic respite/crisis group home services, and pay \$577,897.08 per year for the period of October 1, 2016 to September 30, 2018 for those services.

Kam Washburn believes that the rates should be consistent among providers. Gwenda Summers shared the rates historically agreed upon with this provider and the rates of bids from similar service providers. Kay Randolph-Back discussed CMHA-CEI's historical use of other multi-year agreements with differing annual amounts. Stacia Chick reminded the Committee of the annual CMHA-CEI approved provider rate increases, contingent upon funding. Raul Gonzales and Carol Koenig stated that the resolution language should be more specific.

**ACTION:**

**MOVED** by Kam Washburn and **SUPPORTED** by Dianne Homan to withdraw the previous motion to authorize CMHA-CEI to enter into a contract renewal with CBI Rehabilitation Services, Inc to purchase therapeutic respite/crisis group home services, and pay \$577,897.08 per year for the period of October 1, 2016 to September 30, 2018 for those services.

**MOTION CARRIED** unanimously.

**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 CMHA-CEI to enter into a contract renewal with CBI Rehabilitation Services, Inc. to purchase therapeutic respite/crisis group home services, and pay the amounts for the terms listed below:

<b>Contract Term</b>	<b>Contract Amount</b>
October 1, 2016 through September 30, 2017	\$577,897.08
October 1, 2017 through September 30, 2018	Up to \$589,455.02 contingent upon CMHA-CEI approved agency-wide provider rate change, with a maximum of 2%.

**MOTION CARRIED unanimously.**

**Expense Contract Renewals**

**ACTION:**

**MOVED** by Carol Koenig 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 the following expense contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

**Expense Contract Renewal: Emily Schnurr, DO**

Contract renewal with Emily Schnurr, DO to purchase psychiatric services for the period of January 1, 2017 through September 30, 2018 and pay \$150/hour for those services.

**Expense Contract Renewal: Joel Sanchez, MD**

Contract renewal with Joel Sanchez, MD to purchase psychiatric services for the period of January 1, 2017 through September 30, 2018 and pay \$140/hour for those services.

**Expense Contract Renewal: John Baker, MD**

Contract renewal with John Baker, MD to purchase psychiatric services for the period of January 1, 2017 through September 30, 2018 and pay \$150/hour for those services.

**MOTION CARRIED unanimously.**

**Expense Contract Renewal: Elisabeth Engeda, Kalkidan AFC, Corp – Kalkidan Adult Foster Care, Okemos**

**ACTION:**

**MOVED** by Carol Koenig 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 Elisabeth Engeda Kalkidan AFC, Corp at Kalkidan Adult Foster Care Home, located at 4464 Hickorywood, Okemos, MI 48864, with the per diem rates of \$19.81 (Level I), \$39.62 (Level II), and \$59.43 (Level III) for the period of January 1, 2017 through September 30, 2017.

MOTION CARRIED unanimously.

Expense Contract Renewals

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

Expense Contract Renewal: Community Living Network

Contract renewal to purchase Fiscal Intermediary services from Community Living Network for the period of January 1, 2017 through September 30, 2017, at the rates listed below:

**Rate Schedule**

<b>Fiscal Intermediary</b>	
Service Description	Fee
Enrollment Fee *	\$175 onetime fee with payroll \$125 onetime fee without payroll
FI services for Consumers with 1-2 employees	\$105/month
FI services for Consumers with 3-4 employees	\$120/month
FI services for Consumers with 5-6 employees	\$135/month
FI services for Consumers with 7 or more employees	\$150/month
FI monthly service fee for those without payroll:	\$60/per consumer/per month
Family Friend - Respite Only Enrollment Fee	\$10/per consumer One Time Fee

Family Friend - Respite Only Per Transaction/Check Fee	\$10/per transaction/check
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**Expense Contract Renewal: Shekinah Home Health Care, Lansing**

Contract renewal with Shekinah Home Health Care, located at 13660 Airport Road, Lansing, MI 48906, to purchase Community Living Supports (CLS), Respite Services and other services as indicated in the Person Centered Plan, at the rates listed below:

**Rate Schedule**

Service	Code & Modifier	15 Min. Unit Rate	Hourly Rate
Respite/CLS - Adult	H2015 T1005 TT	\$3.72	\$14.88*
Respite/CLS - Adult –Holiday	H2015 T1005 TT	\$5.56	\$22.24*
Respite/CLS- Child/Adult High Need	H2015 T1005 TT	\$4.23	\$16.92*
Respite/CLS- Child/Adult High Need-Holiday	H2015 T1005 TT	\$6.36	\$25.44*

\*\*Recognized holidays: New Year’s Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Day, \*Includes transportation cost associated with transporting consumers to/from appointments, outings, etc.

Rate varies depending on the support needs of the individual served.

A CLS per diem code (H0043) and rate may be utilized that is calculated by the board approved hourly rate multiplied by the number of authorized hours per the individual’s level of care and need.

**Expense Contract Renewal: Peckham, Inc.**

Contract renewal with Peckham, Inc. for the period of October 1, 2016 through September 30, 2017 and pay Peckham \$2.03 per 15-minute unit to provide skill building services for consumers with developmental and/or intellectual disabilities and \$30 per hour for 1:1 staffing /job coaching on as needed basis.



**Expense Contract Renewal: Michigan Rehabilitation Services**

Enter into a cash match agreement with the Michigan Department of Energy and Labor & Economic Growth, Michigan Rehabilitation Services in the amount of \$92,823 for the period October 1, 2016 through September 30, 2017. This agreement will produce \$343,789 of Supported Employment services for CMHA-CEI consumers.

MOTION CARRIED unanimously.

**Expense Contract Amendment: Forster Woods Adult Day Care**

Mary Clissold stated that the rate is going from a per diem rate to a unit rate due to state requirements.

**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 amendment with Forster Woods Adult Day Care to purchase Community Living Supports and Respite Services for the period of December 1, 2016 through September 30, 2017 and pay per the rate schedule below:

**Rate Schedule**

Service	Code & Modifier	15 Min. Unit Rate	Hourly Rate
CLS/Respite	H2015 T1005 TT	\$2.68	\$10.72
Respite/CLS -Adult	H2015 T1005 TT	\$3.72	\$14.88*
Respite/CLS -Adult -Holiday	H2015 T1005 TT	\$5.56	\$22.24*

Respite/CLS- Adult High Need	H2015 T1005 TT	\$4.23	\$16.92*
Respite/CLS- Adult High Need-Holiday	H2015 T1005 TT	\$6.36	\$25.44*
Respite – Per Diem	H0045		\$75.00

\*Amended rate is due to state requirements that no longer allow a per diem service for CLS outside of the home. Provider offers a discounted rate for individuals that attend the program for a full day. This rate has been amended from a CLS per diem discounted rate to a lower 15 minute unit rate. Respite Per Diem can still be provided outside of the home.

\*\*Traditional rate is dependent on the support needs of the individual served.

**MOTION CARRIED unanimously.**

**Carol Koenig excused herself from the meeting at 6:41 p.m.**

**JP Morgan Chase Tax Exempt Borrowing for Renewal of Aurelius Road Home Loan**  
**Stacia Chick presented the JP Morgan Chase Tax Borrowing Resolutions for the 4020 Aurelius Road, Lansing home loan. The current loan amount is \$635,000. Dianne Holman inquired as to why some loans are tax exempt and some are not. There are some instances where a government entity would not qualify. An example would be exceeding \$10,000,000 in one year. The majority of CMHA-CEI's loans are tax exempt, when eligible.**

**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) adopt the JP Morgan Chase Bank certified resolution regarding borrowing and tax qualifications for the renewal of the Aurelius Road Home loan.**

**MOTION CARRIED unanimously.**

**Old Business:**

**JP Morgan Chase Tax Exempt Borrowing Resolutions for 2015/2016 Vehicle Purchase (Revised)**

Stacia Chick presented the revised JP Morgan Chase Tax Exempt Borrowing Resolutions for the 2015/2016 vehicle purchase. Due to a clerical error that had an incorrect amount included in the JP Morgan Chase Bank certified resolutions regarding borrowing and tax qualifications for the purchase of twelve (12) new vehicles, staff are asking for a resolution to approve the revised resolutions.

**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) adopt the revised JP Morgan Chase Bank certified resolutions regarding borrowing and tax qualifications for the purchase of twelve (12) new vehicles.

**MOTION CARRIED** unanimously.

**New Business:**

None.

**Public Comment:**

None.

**Adjournment:**

The meeting was adjourned at 6:45 p.m. The next regularly scheduled Finance Committee meeting is January 11, 2017, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

**Minutes Submitted by:**

**Chelsea Park  
Finance Secretary**