



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, June 13, 2018

5:30 p.m.

812 E. Jolly Rd, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

Joe Brehler, Raul Gonzales, Kay Randolph-Back, Chris Swope, Kam Washburn

Committee Members Absent:

Carol Koenig

Staff Present:

Stacia Chick, Darby Vermeulen, Ericanne Spence, Sharon Blizzard, Sara Lurie, Joanne Holland, Shana Badgley, Lynn Roper

Public Present:

Jeff Fleming

Other Board Members Present:

Dianne Holman

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 May 9, 2018, with the addition of including the reasoning Saginaw is leaving (because of the pilot).

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Raul Gonzales and SUPPORTED by Chris Swope to adopt the agenda, with the addition of a FY18 Medicaid Status update by Stacia Chick under New Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Contract Renewals

Four revenue contract renewals were brought to the committee.

MOVED by Chris Swope and SUPPORTED by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Revenue Contract: Michigan Department of Corrections – Office of Community Corrections

\$775,000 to be received from MDHHS to provide residential treatment for offenders referred by the Michigan Department of Corrections, Office of Community Corrections, for the period of October 1, 2018 through September 30, 2019.

Revenue Contract Renewal: City of Lansing

\$20,000 to be received from the City of Lansing for The Recovery Center to provide Medically Monitored Detoxification Services, for the period of July 1, 2018 through June 30, 2019. Chris Swope asked if revenues and expenses are in line with each other in the contract, and Ericanne assured this is the case. Ericanne noted that the only difference from the previous contract is that the City of Lansing doubled the amount paid out to \$20,000 from \$10,000 last year. Kay Randolph-Back asked about the increase, and Ericanne said the city seemed to have more money and were glad to help The Recovery Center.

Revenue Contract Renewal: 29th Circuit Court Swift and Sure Sanctions Probation

Program

A grant to pay \$100 per Substance Abuse Assessment and \$100 for each group and/or individual outpatient session attended, for the period of October 1, 2018 through September 30, 2019.

Revenue Contract Renewal: Ingham County, 30th Circuit Court Swift and Sure Sanctions Probation Program

Contract renewal to receive \$30.00 per participant enrollment fee from the 30th Circuit Court Swift and Sure Sanctions Probation Program from probationers ordered to complete the House of Commons aftercare program, for the period of October 1, 2018 through September 30, 2019.

MOTION CARRIED unanimously.

Expense Contract Renewal: Respite Services

This is a contract renewal with respite providers at camps.

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Chris Swope that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to renew the contracts with the providers listed below and purchase Respite Services for the period of June 1, 2018 through November 30, 2018, and pay per the rate schedule below.

Rate Schedule:

Name of Camp & License #	Camp Contact Info	Codes	Cost
Camp Living Waters CR430200693 and SR430200114	Michigan Conference Camp Association 536 E 6 Mile Rd Luther, MI 49656 (231)797-5107 info.camplivingwaters@gmail.com	T1005 H0045 T2036 T2037	Week Rates: \$350 - \$419* *cost dependent on session attended and Level of Care.
Camp Sunshine – Camp Blodgett (West Olive) CR700238117	Camp Location: 10451 Lakeshore Dr West Olive, MI 49460 Main Office:	T1005 H0045 T2036 T2037	Session Rate (4 days): \$300

	PMB 200 430 E 8th Street Holland, MI 49423 (616)994-9897 office.campsunshine@gmail.com		
Lansing Parks and Recreation Department Foster Community Center Kids Camp CD330308547 and SD330308549	200 N. Foster Ave. Lansing, MI 48912 (989) 848-2279 robin.anderson- king@lansingmi.gov	T1005 H0045 T2036 T2037	Session Rates: \$25-\$55* Pre/Post Care: Additional \$20 - \$60** *cost dependent on session attended and if Ingham County Resident. **Additional respite can be provided before or after camp session, with cost dependent on length of time and residency.

<p>Pine Ridge Bible Camp</p> <p>CR410200754 and SR410200106</p>	<p>8415 17 Mile Rd Cedar Springs, MI 49319 (616)696-8675</p> <p>michelle@pineridgecamp.com kevin@pineridgecamp.com</p>	<p>T1005 H0045 T2036 T2037</p>	<p>Session Cost: \$390</p>
<p>Rock Lake Christian Assembly</p> <p>CR590200783 and SR590200165</p>	<p>7389 Vestaburg Road Vestaburg, MI 48891 (989) 268-5377</p> <p>Amy Dobyns [mailto:amy@rlca.org]</p>	<p>T1005 H0045 T2036 T2037</p>	<p>Session Cost: \$115 - \$300*</p> <p>*Cost dependent on session attended. Sessions are 3-5 days.</p>
<p>St. Francis Camp on the Lake</p> <p>CR300200817 AC300200817 SR300200075</p>	<p>10120 Murrey Rd. Jerome, MI 49249</p> <p>(517)688-9212</p> <p>director@saintfranciscamp.org</p>	<p>T1005 H0045 T2036 T2037</p>	<p>Session Cost: \$275 - \$550*</p> <p>*cost dependent on type of camp/ overnight or daytime</p>
<p>Young Life Timber Wolf Lake</p> <p>CR570200907 and SR570200333</p>	<p>Camp Address: 4909 N. Morey Rd Lake City, MI 49651 (231) 839-7552</p> <p>Office Address: Young Life PO Box 520 Colorado Springs, CO 80901 (719)381-1800</p> <p>timberwolf@twl.younglife.org</p>	<p>T1005 H0045 T2036 T2037</p>	<p>Session Cost: \$150</p>
<p>YMCA of Lansing Camp Pa-Wa-Pi</p> <p>CD330238314 and SD330238317</p>	<p>Camp Location: Pa Wa Pi 3235 E Grand River Williamston, MI 48895</p> <p>Main Office: 2306 Haslett Rd. East Lansing, MI 48823 (517)484-6464</p> <p>rgregory@ymcaoflansing.org</p>	<p>T1005 H0045 T2036 T2037</p>	<p>Session cost: \$135-\$155*</p> <p>*cost dependent on session attended, membership status, and age of individual.</p>

MOTION CARRIED unanimously.

Expense Contract Renewal: Case Management of Michigan, Kalamazoo, MI 49003

Shana Badgley presented this renewal, which supports consumers on the West side of the state. Shana said CEI is trying to move these consumers back to CEI. Kay Randolph-Back asked about the absence of “administrative costs” language in this contract, and Sara Lurie noted there are no administrative costs in this contract. She then asked if Social Security pays Case Management services, and Stacia noted that this is the case, if the consumer has the ability to pay in the equation.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the contract with Case Management of Michigan to purchase the above listed services for the period of October 1, 2018 through September 30, 2019.

MOTION CARRIED unanimously.

Expense Contract Amendment: St. Lawrence – Sparrow

Shana Badgley presented this amendment to the current contract to add partial hospitalization services to the array of services. Crisis Services at CEI asked for this to option to be added.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a new contract with St. Lawrence - Sparrow for Partial Hospitalization services, for the period of June 1, 2018 through September 30, 2018 and pay \$350 per day, per consumer, when utilized for those services.

MOTION CARRIED unanimously.

Expense Contract Renewal: Relias Learning

Sharon Blizzard noted there are now 1,050 users within CEI’s Relias Learning program.

ACTION:

MOVED by Chris Swope and SUPPORTED by Kam Washburn that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into contract renewal with Relias Learning LLC to purchase web-based online training services from Relias for the period of August 1, 2018 through August 1, 2023 and pay an annual subscription fee of \$64,730.28.

MOTION CARRIED unanimously.

Revenue Contract Renewal: FY 2019 Michigan Department of Health and Human Services - Community Mental Health Service Providers

Sara Lurie presented the annual renewal with MDHHS. She said there is not an exact dollar total yet; this will be available in EGrAMS later this month. This contract will reflect the first year of a phase-in that determines General Fund allocations. Kay Randolph-Back asked what CEI brought to the negotiations. Stacia explained there is a team that meets with MDHHS, with direction provided by the CFI committee within CEI. She noted the changes usually have to do with procedural or contractual language, not actual dollar negotiation.

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 formally accept the FY2019 contract with the Michigan Department of Health and Human Services for the period of October 1, 2018 through September 30, 2019.

MOTION CARRIED unanimously.

Steady State Budget Projections for Fiscal Year 2018/2019

Stacia Chick presented the budget projections for the coming year. She began with the steady state budget worksheet. Stacia noted that the \$4.9 million increase for Medicaid is due to increased enrollment. This is region-wide. In response to Kay Randolph-Back's inquiry as to why there was such a large increase, Stacia said she didn't think MSHN has done any analysis to pinpoint why there is increased enrollment. Overall, CEI's total revenue is going up by \$5.9 million. These projections are coming in before the state has set the rates. Stacia does not anticipate the rates being done by the July 1

deadline, as they usually are not. If rates were changed or reduced, this would affect the Medicaid dollars coming in.

Stacia noted the salaries and wages line item only includes step increases. Chris Swope asked about the pension increase, and Stacia said this is built in to the rates.

Stacia said the utilities and maintenance increase is because of the building expansion.

Stacia then moved on to the budget allocation document. Chris asked why Substance Use was at 0 in the doc, and Stacia said this is because SUD is not mental health Medicaid.

Kay Randolph-Back suggested a small change to this document, to strike the word "Board" from the phrase "Board Administration", to more accurately reflect CEI's status.

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 accepts the Steady State Budget Projections for Fiscal Year 2018/2019.

MOTION CARRIED unanimously.

Old Business:

Stacia provided a FY17 audit update. There was a conference call today; there are a couple of issues holding up completion at this point. There was a \$700,000 finding of unrecorded SED Waiver payments. Plante Moran asked for this to be changed on the Financial Statements; this change has been completed. Stacia said typically during the audit, the FSR are not changed until the compliance audit is complete. Stacia will be sending the changed FSR to the state tonight to see what they would like CEI to do at this point. Kam Washburn asked about a timeframe for a completed audit, but Stacia could not provide one until direction was given on what to do with the FSR. She will provide an update at the board meeting next month. Stacia does not anticipate the audit being done by the end of the month.

New Business:

Stacia reported that there is a substantial surplus in Healthy Michigan and autism funding right now. There is approximately \$9 million in surplus. Stacia said some options would be for programs to put together proposals for the funding (permanent or one-time). If this money is not used, it lapses back to MSHN. Stacia also mentioned the option of lapsing back a portion of the funds to MSHN to help replenish their ISF. In previous years, the Finance Committee has proposed leaving it to leadership's discretion, without having to come back to the board for approval before moving forward (with later reports). Kay asked if the money has to be spent in this fiscal year, and Stacia said it has to be reported in this fiscal year. Discussion ensued as to how the money could be spent within programs at CEI.

Chris Swope left the meeting at 6:40 p.m.

ACTION:

MOVED by Kam Washburn and SUPPORTED by Kay Randolph-Back to allow CMHA-CEI's Leadership team to use as much of the surplus as feasible for programs within FY18.

MOTION CARRIED UNANIMOUSLY.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:58 p.m. The next regularly scheduled Finance Committee meeting is July 11th, 2018, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Darby Vermeulen
Finance Secretary