



**Agenda Item:** Finance Committee  
Agenda Item #F-16

**Month, Year:** November, 2018

**Major Program:** Administration

**Component Program:** Finance

**Agenda Item Title:** Michigan Department of Treasury Form 5598: Protecting Local Government Retirement and Benefits Act, Corrective Action Plan: Defined Benefit Pension Retirement Systems

**SUMMARY OF CONTRACT/PROPOSAL:**

Per Sec. 4(1)(b) of PA202 of 2017 Protecting Local Government Retirement and Benefits Act, states that:

The local unit of government shall electronically submit a summary retiree health care report in a form prescribed by the department of treasury on an annual basis to the governing body of the local unit of government and the department of treasury no later than 6 months after the end of the local unit of government's fiscal year.

Per Sec. 5(4) of the Act:

The state treasurer shall determine that a local unit of government is in underfunded status if any of the following apply:

(c) The local unit of government has not submitted reports as required under this section.

The full act is attached for your reference.

The report that is required is Michigan Department of Treasury Form 5572 Public Act 202 of 2017 Pension Report, which was submitted to Michigan Department of Treasury on September 5, 2018, which was past the deadline of March 31, 2018. The report could not be submitted until the Fiscal Year 2017 audited financial statement was submitted to Treasury.

Treasury automatically deemed Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEIO as underfunded due to the late submission of the report; therefore, a corrective action plan is required to be submitted. Per Sec. 10(1) of the Act, the corrective action plan must be approved by the local government's administrative

officer and its governing body.

Michigan Department of Treasury Form 5598 Protecting Local Government Retirement and Benefits Act, Corrective Action Plan: Defined Benefit Pension Retirement Systems is attached, as well as the form 5572 that was previously submitted to Treasury.

**STAFF RECOMMENDATION:**

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the following resolution:

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors approve CMHA-CEI to submit the Michigan Department of Treasury Form 5598 as provided, that this governing body is aware of CMHA-CEI's late submittal of the Michigan Department of Treasury Form 5572, and that this Board of Directors will continue to monitor the local unit for compliance per PA202 of 2017 and the implementation of the corrective action plan.

## Protecting Local Government Retirement and Benefits Act Corrective Action Plan:

### Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017.

#### 1. MUNICIPALITY INFORMATION

Local Unit Name: Community Mental Health Authority Of City Six-Digit Muni Code: 330801

Defined Benefit Pension System Name: Clinton Eaton Ingham CMH

Contact Name (Administrative Officer): Stacia Chick

Title if not Administrative Officer: Chief Financial Officer

Email: chick@ceicmh.org Telephone: (517) 346-8221

#### 2. GENERAL INFORMATION

**Corrective Action Plan:** An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one defined benefit pension retirement system that has been determined to have an underfunded status. Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annually required contribution (ARC) for all of the defined benefit pension retirement systems of the local unit of government is greater than 10% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

**Due Date:** The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board (the Board). The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

**Filing:** Per Sec. 10(1) of PA 202 of 2017 (the Act), this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. **You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the defined benefit pension systems will be less than 10% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at [LocalRetirementReporting@michigan.gov](mailto:LocalRetirementReporting@michigan.gov) for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System)

Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

**Municipal Stability Board:** The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

**Review Process:** Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

**Considerations for Approval:** A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan, a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

- (i) Closing the current defined benefit plan.
- (ii) Implementing a multiplier limit.
- (iii) Reducing or eliminating new accrued benefits.
- (iv) Implementing final average compensation standards.

**Implementation:** The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

### 3. DESCRIPTIONS OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

**Note:** Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

**Category of Prior Actions:**

- System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

**Sample Statement:** *The system's multiplier for current employees was lowered from 2.5X to 2X for the **General Employees' Retirement System** on **January 1, 2017**. On **page 8** of the attached actuarial supplemental valuation, it shows our funded ratio will be **60%** by fiscal year **2020**.*

- Additional Funding** – Additional funding may include the following: Voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** *The local unit provided a lump sum payment of **\$1 million** to the **General Employees' Retirement System** on **January 1, 2017**. This lump sum payment was in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2025**. Please see **page 10** of the attached enacted budget, which highlights this contribution of **\$1 million**.*

- Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **62%** as indicated on **page 13**.*

The Form 5572 unintentionally missed the deadline for submission. Attached is the form 5572 using actuarial information from December 31, 2016 for the fiscal year ended September 30, 2017. The Form shows a funded status of 71.5% and is not considered underfunded.

**4. DESCRIPTION OF PROSPECTIVE ACTIONS**

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the additional actions the local government is planning to implement to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

**Category of Prospective Actions:**

- System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

**Sample Statement:** Beginning with **summer 2018** contract negotiations, the local unit will seek to lower the system's multiplier for current employees from 2.5X to 2X for the **General Employees' Retirement System**. On page **8** of the attached actuarial supplemental valuation, it shows our funded ratio would be **60%** funded by **fiscal year 2020** if these changes were adopted and implemented by **fiscal year 2019**.

- Additional Funding** – Additional funding may include the following: voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** Beginning in **fiscal year 2019**, the local unit will provide a lump sum payment of **\$1 million** to the **General Employees' Retirement System**. This lump sum payment will be in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2025**. Please see page **10** of the attached enacted budget, which highlights this contribution of **\$1 million**. Please see page **12** of the attached supplemental actuarial valuation showing the projected change to the system's funded ratio with this additional contribution.

- Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** Beginning in **fiscal year 2019**, the local unit will begin amortizing the unfunded portion of the pension liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the retirement system to reach a funded status of **62%** by **2022** as shown in the attached actuarial analysis on page **13**.

After Completing form 5572 the funded status is 71.5% and is not considered underfunded.

## 5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) Community Mental Health Auth to make, at a minimum, the annual required contribution payment for the defined benefit pension system according to your long-term budget forecast?

- Yes  
 No  
If No, Explain

## 6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this Corrective Action Plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

**Naming convention:** when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

### Naming Convention

- Attachment – 1  
 Attachment – 1a  
 Attachment – 2a  
 Attachment – 3a  
 Attachment – 4a  
 Attachment – 5a  
 Attachment – 6a

### Type of Document

**This Corrective Action Plan Form (Required)**

**Documentation from the governing body approving this Corrective Action Plan (Required)**

**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 10% of governmental fund revenues, as defined by the Act. (Required)**

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)

A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio

Other documentation not categorized above

## 7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

### Corrective Action Plan Criteria

### Description

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Underfunded Status   | Is there a description and adequate supporting documentation of how and when the retirement system will reach the 60% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all pension systems will be less than 10 percent of governmental fund revenues? |
| <input checked="" type="checkbox"/> Reasonable Timeframe | Do the corrective actions address the underfunded status in a reasonable timeframe ( <u>see CAP criteria issued by the Board</u> )?   |
| <input checked="" type="checkbox"/> Legal and Feasible   | Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?  |
| <input checked="" type="checkbox"/> Affordability        | Do the corrective action(s) listed allow the local unit to make the annual required contribution payment for the pension system now and into the future without additional changes to this corrective action plan?  |

## 8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I Stacia Chick, as the government's administrative officer (*enter title*) Chief Financial Officer (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

- The Clinton Eaton Ingham CMH (**Insert Retirement Pension System Name**) will achieve a funded status of at least 60% by Fiscal Year 2017 as demonstrated by required supporting documentation listed in section 6.

**OR, if the local unit is a city, village, township, or county:**

- The ARC for all of the defined benefit pension retirement systems of \_\_\_\_\_ (**Insert local unit name**) will be less than 10% of the local unit of government's annual governmental fund revenues by Fiscal Year \_\_\_\_\_ as demonstrated by required supporting documentation listed in section 6.

Signature \_\_\_\_\_



Date 11/07/2018





# Community

MENTAL HEALTH  
CLINTON • EATON • INGHAM

## BOARD OF DIRECTORS MEETING MINUTES

November 29, 2018

6:00 p.m., G11C

Community Mental Health Authority  
812 E. Jolly Road  
Lansing, MI 48910

### Staff Present:

Shana Badgley, Sharon Blizzard, Stacia Chick, Aleshia Echols, Joanne Holland, Chris McCaslin, Joyce Tunnard, Gwen Williams, Ericanne Spence, Gwenda Summers

### Public Present

Daniel Arnold

### Call to Order

The meeting was called to order by Chairperson Dianne Holman at 6:00 p.m.

### Roll Call

Joe Brehler, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Chris Swope, Kay Pray, Raul Gonzales

### Excused

Dale Copedge  
Jim Rundborg  
Kam Washburn

### Previous Meeting Minutes:

#### ACTION:

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer to approve the meeting minutes of October 18, 2018, as written.

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED by Al Platt and SUPPORTED by Paul Palmer to approve the Revised November 29, 2018 meeting agenda with the following Amendments:**

**Item #10:**

**1<sup>st</sup> Amend Program Proposals to Balance FY 2019 Budget**

**Item #11:**

**Michigan Department of Treasury Form 5598: Protecting Local Government Retirement and Benefits Acct, Corrective Action Plan: Defined Benefit Pension Retirement Systems**

**Item #12:**

**Revised Deficit Elimination Plan Fiscal Year Ending 2017 – Supportive Housing Fund**

**Item #13:**

**JP Morgan Chase Tax Exempt Borrowing and tax qualifications for Renewal of 4233 Appletree Lane Home Loan**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**None.**

**Mid State Health Network Update**

**Joe Brehler reported that MSHN Board met in November 6. No substantial information to report.**

**CEO Report**

**Shana Badgley, Director Adult Mental Health Services introduced Gwen Williams, Supervisor. Ms. Williams has been employed with CMHA-CEI for 27 years, last 2.5 years as a supervisor in the Bridges program and brings a wealth of knowledge, and Chris McCaslin, Coordinator also has extensive ACT and Crisis Services management knowledge.**

**Crisis Services presentation by Gwen Williams and Chris McCaslin, PowerPoint attached.**

**Highlights included:**

- **Background Data**
- **# of Prescreens**
- **Historical Data – Hospitalizations**
- **Calendar Year – 2018 Apps/Certs**

- Total Client with Substance Use Dx
- McLaren Initiative
- UCCS Implementation
- New Oakland Contract – PHP
- Sparrow – PHP
- Future
- Same day Assessment – covered under Urgent Care
- McLaren Collaboration Launch
- Urgent Care Crisis Launch
- Urgent Care Group

Discussion ensued surrounding the initiatives that are being taken to decrease the number of hospitalizations and the number of additional staff that would be needed to reach 24/7 goal.

Sara Lurie, CEO commented that both Chris and Gwen entered into their positions during the time the volume increased. They have done a tremendous, amazing job creating well trained and adequate staffing. In addition to the increase in volume, the program was displaced from their offices during construction. In addition, Ms. Lurie stated that CEI is fortunate and well positioned for the future 24- hour medical coverage at the Recovery Center.

Raul Gonzales commented that these ladies do not appear to be intimidated by the work and actually appear to welcome the challenges. Both ladies agreed and proudly shared that one of the other CMHs has visited the CEI Crisis Residential and Bridges programs as a best practice system, which is quite a compliment! On behalf of the board, Kay Randolph-Back congratulated the Crisis Services team on their many accomplishments over the past year.

#### Things to Consider:

- Potential Increase in volume with the addition of 2,100 CCBHC new clients under CCBHC grant.
- Strategic plan implementation

#### CEO Report continued

Sara Lurie reported that there are (4) PIHP in our state who have entered the “risk corridor.” Several CMHs are overspending in the areas of Health MI Plan, autism; due to the demands without adequate funding and the increasing hospitalizations. GF funds are also being depleted.

#### MSHN Overview – PowerPoint attached

Sara Lurie provided an overview of the MSHN Organizational Chart for the core councils and asked that each program Directors provide the purposes, and frequency for all of the additional workgroups and committees (see MSHN PowerPoint for additional committees and workgroups.) A copy of the CMHAM, A Vision for a World-Class Public Mental Health System in Michigan was distributed for review and information. Discussion ensued.

**Observations included:**

- Originally MSHN started out with 5 employees; rapid growth to approximately 32, SUD side seems to have really grown as well
- Lots of skillful staff recruited from other CMHs which has hurt the smaller CMHs
- Less inclusive of the CMHs
- Lack of advocates at the table
- Election of a single PIHP for unenrolled by the state
- Board may be asked to vote on upcoming bylaw changes to allow PIHP to function in a capacity other than what they were originally developed and the importance of having some foundational information

**Program & Planning Committee**

**Revenue Contract: Capital Area Housing Partnership (CAHP) – Walnut Street Apartments, 517 N. Walnut, Lansing, MI 48933**

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Al Platt that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with the Capital Area Housing Partnership to provide supportive peer support services to the residents of Walnut Street Apartments and receive up to \$20,800 annually for those services, prorated for the period of November 1, 2018 to June 30, 2019.

**MOTION CARRIED unanimously.**

**New Expense Contract: Residential Options, Inc. – Springfield Home**

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Residential Options, Inc. for specialized residential services located at the Springfield Home in Ingham County for the retroactive period of October 1, 2018 to September 30, 2019, pending the approval of the HCBS survey. The home is reimbursed on a per diem basis, and the current rate is \$179.20.

**MOTION CARRIED unanimously.**

**Consumer Advisory Council: Recommended Appointees**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors recommends the appointments of following individuals named to serve as members of the Consumer Advisory Council:**

**Kathryn Weller-2-year term to expire on 9/30/2020**

**Lori Gorbis-2-year term to expire on 9/30/2020**

**MOTION CARRIED unanimously.**

**New Expense Contract: iEval**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a new contract with iEval to provide external evaluation support to the implementation of the Certified Community Behavioral Health Clinic Grant for the retroactive grant period of September 30, 2018 – September 29, 2019 and not to exceed \$120,000.**

**MOTION CARRIED unanimously.**

**Finance Committee**

**Revenue Contract Renewal – Amended Funding: Wayne State University (funded by MDHHS)**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a contract with Wayne State University to provide TFCO for the period of October 1, 2018 through September 30, 2019 and receive \$378,995 for those services provided.**

**MOTION CARRIED unanimously.**

**Veterans Navigator Grant Renewal: Michigan Department of Health and Human Services**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Kay Pray that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize**

CMHA-CEI to enter into a contract renewal with the Michigan Department of Health and Human Services to provide clinical group therapy and peer support services to Veterans under the Veterans Navigator Grant to MDHHS for the period of October 1, 2018 through September 30, 2019 and receive \$142,426 for FY 2019.

MOTION CARRIED unanimously.

**Revenue Contract Renewal: McLaren-Lansing**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Chris Swope that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to renew the contract with McLaren-Lansing to provide Mental Health Therapist Staffing in the Emergency Department for the contract term January 1, 2019 through September 30, 2020 and receive \$623,977 for the initial 1 year and 9 months. Following that, CMHA-CEI will then receive \$356,558 annually beginning in October 1, 2020.

MOTION CARRIED unanimously.

**Expense Contract Amendment: Lansing-Mercy Ambulance Services**

MOVED by Joe Brehler and SUPPORTED by Al Platt that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to amend the current contract with Lansing-Mercy Ambulance to add code A0420 at \$30 per unit based on wait time, retroactive to October 1, 2017 through September 30, 2020.

MOTION CARRIED unanimously.

**Expense Contract Renewal: Ultimate Healthlink**

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

- authorize CMHA-CEI to renew the contract with Ultimate Healthlink to purchase CLS and Respite Services for the retroactive period of October 1, 2018 through September 30, 2019 and pay per the rate schedule below.

**Rates:**

Service	Code & Modifier	15 Min. Unit Rate**	15 min. Unit Holiday Rate**
**CLS/Respite Level 1	H2015 T1005	\$3.96	\$5.85

	TT		
<b>**CLS/Respite Level 2</b>	H2015 T1005 TT	\$4.49	\$6.68
<b>CLS/Respite Sleeper</b>	H2015 T1005 TT	\$2.79	

**\*\*Recognized holidays: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Day.**

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

A 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: People Working**

**ACTION:**

- authorize CMHA-CEI to renew the contract with People Working to purchase CLS and Respite Services, listed below, for the retroactive period of October 1, 2018 through September 30, 2019.

**Rates:**

Service	Code & Modifier	15 Min. Unit Rate**	15 min. Unit Holiday Rate**
<b>**CLS/Respite Level 1</b>	H2015 T1005 TT	\$3.96	\$5.85
<b>**CLS/Respite Level 2</b>	H2015 T1005 TT	\$4.49	\$6.68
<b>CLS/Respite Sleeper</b>	H2015 T1005 TT	\$2.79	

**\*\*Recognized holidays: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Day.**

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

A 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.

**MOTION CARRIED unanimously.**

**New Expense Contract: Dell Computer**

**MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to purchase laptop computers from Dell Computer and pay \$116,991.77.**

**MOTION CARRIED unanimously.**

**Expense Contract: CG Financial Services – Fiduciary Services**

**MOVED by Joe Brehler and SUPPORTED by Kay Pray that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a new contract with CG Financial Services and pay \$43,841 to purchase fiduciary services to advise and assist the Deferred Compensation Committee with oversight and management of the 457(b) and Roth IRA Contribution accounts from CG Financial Services for \$43,841 for the period of January 1, 2019 through December 31, 2019.**

**MOTION CARRIED unanimously.**

**New Expense Contract: Rehmann Robson Consultation Services for Finance Department Structural Development**

**MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a new contract with Rehmann Robson to purchase consultation services for the Finance Department from Rehmann Robson and pay up to \$150,000 for up to 400 hours of services plus actual out of pocket expenses for those services.**

**MOTION CARRIED unanimously.**

**1<sup>st</sup> Amend Program Proposals to Balance FY 2019 Budget**

**MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors approve the CMHA-CEI 1<sup>st</sup> Amend Program Proposals to Balance FY 2019 Budget in the amount of \$8,093,292.**

**MOTION CARRIED unanimously.**



**Michigan Department of Treasury Form 5598: Protecting Local Government Retirement and Benefits Act, Corrective Action Plan: Defined Benefit Pension Retirement Systems** MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham approve CMHA-CEI to submit the Michigan Department of Treasury Form 5598 as provided, that this governing body is aware of CMHA-CEI's late submittal of the Michigan Department of Treasury Form 5572, and that this Board of Directors will continue to monitor the local unit for compliance per PA202 of 2017 and the implementation of the corrective action plan.

MOTION CARRIED unanimously.

**Revised Deficit Elimination Plan Fiscal Year Ending 2017- Supportive Housing Fund** MOVED by Joe Brehler and SUPPORTED by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham authorize the following resolution:

WHEREAS Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Supportive Housing Fund has a \$451,545 deficit fund balance on September 30, 2017; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Board of Directors adopts the following as the Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Supportive Housing Fund Revised Deficit Elimination Plan:

	2018	2019
Unrestricted Net Position (Deficit) Oct. 1	(451,545)	(199,982)
Revenue		
Rent Revenue	115,111	103,714
Proceeds from Sale of Assets	136,191	-
Local Revenue	225,500	225,500

<b>Total Revenue</b>	<b>476,802</b>	<b>329,214</b>
<b>Expenditures</b>		
<b>Depreciation</b>	<b>32,064</b>	<b>28,720</b>
<b>Housing</b>	<b>216,095</b>	<b>116,426</b>
<b>Interest Expense</b>	<b>9,144</b>	<b>8,520</b>
<b>Total Expenditures</b>	<b>257,303</b>	<b>153,666</b>
<b>Add Back Depreciation (Net Investment in Capital Assets Net Position)</b>	<b>32,064</b>	<b>28,720</b>
<b>Unrestricted Net Position (Deficit) Sep. 30</b>	<b>(199,982)</b>	<b>4,286</b>

	<b>2018</b>	<b>2019</b>
<b>Current Assets - Current Liabilities (Deficit) Oct. 1</b>	<b>(455,393)</b>	<b>(203,830)</b>
<b>Revenues</b>	<b>476,802</b>	<b>329,214</b>
<b>Expenditures</b>	<b>(257,303)</b>	<b>(153,666)</b>
<b>Add Back Depreciation</b>	<b>32,064</b>	<b>28,720</b>
<b>Current Assets - Current Liabilities (Deficit) Sep. 30</b>	<b>(203,830)</b>	<b>438</b>

**Explanation: Proceeds from Sale of Assets in 2018 due to sale of two properties in 2018; addition of Local Revenue in 2018 and 2019 due to the Board's approval of this plan to utilize existing local funding sources for Supportive Housing; decrease in Rent Revenue in 2018 due to sale of property in 2017 and 2018; decrease of Rent Revenue and Housing Expenditures in 2019 due to closure of one property as a Supportive Housing Unit.**

BE IT FURTHER RESOLVED that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Chief Financial Officer submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

IN WITNESS WHEREOF, we have hereunto set our hands and the Authority's seal effective the 29th day of November 2018.

The undersigned, Secretary of the Board of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties, certifies that the foregoing is a true, correct and complete transcript of resolutions and the preamble thereto duly adopted on November 29, 2018 by the Board members at a duly convened meeting of the Board at which a quorum was present and voting, and the same have never been rescinded or modified and are in full force and effect at the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the Board's seal effective November 29, 2018.

(Seal)

\_\_\_\_\_  
Paul Palmer, Secretary

MOTION CARRIED unanimously.

JP Morgan Chase Tax Exempt Borrowing and tax qualifications for Renewal of 4233 Appletree Lane Home Loan

MOVED by Joe Brehler and SUPPORTED by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties to adopt the JP Morgan Chase Bank certified resolution regarding borrowing and tax qualifications for the renewal of the 4233 Appletree Lane Home loan.

MOTION CARRIED unanimously.

Access Ad Hoc Committee

Paul Palmer reported that the Monday, November 26<sup>th</sup> meeting was cancelled due to the weather. The meeting has been rescheduled for Monday, December 3, 2018 at 5:00 p.m. At that time, we will be looking at the Strategic Plan Action Plan.

Consumer Advisory Council Update

Raul Gonzales provided the following updates:

### Community Connect Expo, Lansing Center from 3 – 7

CAC had an exhibit table at today's Community Connect Expo, Lansing Center. Kay Randolph-Back reported that she had an opportunity to man the table along with Jerri Nicole Wright and staff person, Rebecca West and found it to be very productive time as we were able to engage in conversations and learn of individual life experiences and circumstances. The face-to-face dialogue presented an opportunity to hear consumer stories which provided a segway for volunteers to solicit new members and share with them that they too have a lot to share that could be beneficial on such a committee and distribute applications. Other updates included:

### This is my BRAVE

This is my BRAVE performances took place on Sunday, November 11, 2018. Jerri Nicole performed at this event. Several CAC and Charter House members also were able to attend. CMHA-CEI assisted with ticket purchases.

### Membership

Kathryn Weller and Lori Gorbis will join the CAC for a 2-year term to expire 9/30/20.

### Building and Sites Ad Hoc Committee

#### ACTION:

MOVED by Dianne Holman and SUPPORTED by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to increase the amount of space leased from Ingham County from 15,000 square feet to 22,300 square feet, and the new lease would include the cost of renovating the existing 15,000 square feet and the additional 7,300 square feet.

MOTION CARRIED unanimously.

### Old Business

#### Phase II Update

Stacia Chick, CFO reported that the Building Authority approved the use of the Building Maintenance Funds for the renovation of the existing building, 812 E. Jolly Road, Lansing, MI.

### New Business

#### Tobacco Smoke Free Campus

Sara Lurie, CEO shared that she has attended two exploratory meetings which included department heads from the Juvenile Detention Center, CMH, Human Services Building, and Ingham County Health Department with a timeline of about one year which includes

a 6-month education and building capacity. CMHA-CEI will continue to work with the union to discuss this concept. Board approval will be required for such a policy change.

Paul Palmer expressed concern regarding consumer's education, etc. Sara Lurie commented that there will be lots of education that will need to take place between now and when this is actually implemented. However, she wanted to give the board a heads up that the discussions are taking place now.

#### Public Comment

Daniel Arnold provided public comment and expressed concerns regarding the lack of Recipient Rights in universal health care (ambulances and general hospitals.) based on some recent experiences.

#### Adjournment

The meeting was adjourned at 7:46 p.m. The next meeting is scheduled for Thursday, December 20, 2018, 812 E. Jolly Road, G11-C, Lansing, MI beginning at 6:00 p.m.

Minutes Submitted by:

Aleshia Echols  
Executive Administrative Assistant



**Public Act 202 of 2017 Pension Report**

Enter Local Unit Name	Clinton Eaton Ingham CMH
Enter Six-Digit Municode	330801
Fiscal Year (four-digit year only, e.g. 2017)	2017
Contact Name (Chief Financial Officer)	Stacia Chick
Title if not CFO	
Contact Email Address	chick@ceicmh.org
Contact Telephone Number	517-346-8221

**Instructions/Questions:** For a list of detailed instructions on how to complete and submit this form, visit [michigan.gov/LocalRetirementReporting](http://michigan.gov/LocalRetirementReporting). For questions, please email [LocalRetirementReporting@michigan.gov](mailto:LocalRetirementReporting@michigan.gov). **Return this original Excel file. Do not submit a scanned image or PDF.**

Line	Description	Source of Data	Statute Reference	Plan 1	Plan 2	Plan 3	Plan 4	Plan 5
				Clinton-Eaton-Ingham				
1	Provide the name of your retirement pension system	Most Recent Actuarial Valuation Report	Sec. 5(6)	CMH				
2	Enter retirement pension system's assets (plan fiduciary net position ending)	Most Recent Audit Report	Sec. 5(4)(b)	123,935,138				
3	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	Sec. 5(4)(b)	173,414,652				
4	Date (plan year ending) of valuation of system's assets and liabilities (e.g. 12/31/2016)	Most Recent Audit Report	Sec. 5(6)	12/31/16				
5	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	Sec. 5(4)(b)	6,190,152				
6	Governmental Fund Revenues	Most Recent Audit Report	Sec. 5(4)(b)	117,692,265				
7	<b>Pension Trigger Summary</b>							
8	Is this unit a primary unit (County, Township, City, Village)?	From Municode		YES	YES	YES	YES	YES
9	Funded ratio	Calculated	Sec. 5(4)(b)	71.5%				
10	All plans combined ADC/Governmental fund revenues	Calculated	Sec. 5(4)(b)	5.3%	0.0%	0.0%	0.0%	0.0%
		<b>Primary unit triggers:</b> Less than 60% funded <b>AND</b> greater than 10% ADC/Governmental fund revenues. <b>Non-</b>						
11	Does this plan trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary unit triggers:</b> Less than 60% funded	Sec. 5(4)(b)	NO	NO	NO	NO	NO

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that these statements are complete and accurate in all known respects. Act 202 of 2017 also requires the local unit of government to electronically submit the report to its governing body.