



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, August 9 2017, 5:30 p.m.

812 E. Jolly Road, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

Joe Brehler, Kam Washburn, Kay Randolph-Back, Carol Koenig, Chris Swope

Committee Members Absent:

None.

Staff Present:

Stacia Chick, Darby Vermeulen, Sara Lurie, Ericanne Spence, Shana Badgley, Joanne Holland, Sharon Blizzard, Gwenda Summers, Jana Baylis, Sally Humphrey, Tim Teed, James Wilson, Sandra Thomas, Lindsay Michalik, Lee Major, Erin Brady, Andrea Moore, Julie Diffenderffer, Jennifer Garza, Sharon Lopez, Darlene Cole, Dawn Eccles, Mary Huffman, Megan Hazzard, Bridgett Fox, Kelly Bernath, Winston Thomas

Public Present:

Jeff Fleming, Frank Taylor, Sharon Taylor

Other Board Members Present:

Kay Pray, Raul Gonzales

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Kam Washburn and SUPPORTED by Raul Gonzales to approve the meeting minutes of July 12, 2017.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kay Randolph-Back and **SUPPORTED** by Kam Washburn to adopt the revised agenda to add a contract renewal from Families Forward to agenda item #9A and adding a County Funding Update and FY16 Audit Update.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

Jeff Fleming made a statement asking the committee to put money forth for wage raises for employees at CMHA-CEI. Jennifer Garza distributed an article and spoke to the costs of turnover and how it would benefit CMHA-CEI more to keep current employees by raising wages.

Carol Koenig entered the meeting at 5:35 pm.

BUSINESS ITEMS:

New Expense Contract: Dell Computer – Joanne Holland

Joanne Holland presented a new contract with Dell Inc. for new desktops. Joanne explained that Jolly Road and Remy will be the two locations updated.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to purchase desktop computers from Dell Computer and pay \$74,250.00.

MOTION CARRIED unanimously.

Contract Renewals

Gwenda Summers presented four contract renewals for services with three other CMH's and one with MDHHS.

ACTION:

MOVED by Kay Pray and **SUPPORTED** by Kam Washburn 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:

Expense Contract Renewal: Saginaw County CMH

Renewal of contract with Saginaw County CMH to pay \$27,500 for semi regional coordination, coaching and evaluation (via "fimp) services for the period of October 1, 2017 through September 30, 2018.

Expense Contract Renewal – Central Michigan CMH

Renewal of contract with Central Michigan CMH to pay \$42,079 for semi regional coordination, coaching and evaluation (via "fimp) services for the period of October 1, 2017 through September 30, 2018.

Revenue Contract Renewal: Lansing School District- PEACE Grant

(Promoting Peace by Expanding Awareness of Culture and Equity)

Renewal of contract with the Lansing School District to provide prevention and intervention services for the period of October 1, 2017 through September 30, 2018 and receive \$48,852.00 for those services.

Revenue Contract Renewal- Parent Management Training (PMTO) - Michigan Department of Health and Human Services

Renewal of contract with the Michigan Department of Health and Human Services to provide Parent Management Training- Oregon regional oversight and training for the period of October 1, 2017 through September 30, 2018 and receive \$145,000 for those services.

MOTION CARRIED unanimously.

Chris Swope entered the meeting at 5:45 pm.

Expense Contract Renewal-addendum: Havenwyck Hospital, 1525 University Dr., Auburn Hills, MI 48326

Gwenda Summers presented an addendum to an existing contract with Havenwyck Hospital. In this instance, CMHA-CEI was boarding a youth for multiple days and Havenwyck agreed to take the youth at a higher rate and only for short increments of time, after which the regular rate would resume. Havenwyck would need to speak with a supervisor at CMHA-CEI before a higher rate could be implemented. Stacia Chick and Gwenda went on to describe that the authorization will turn off after 48 hours. Carol Koenig asked about the frequency of similar cases. Gwenda explained that MSHN is looking at denial data and the shortage of beds in psychiatric units all over the state. Gwenda went on to say that this addendum would be used in the future as needed with other individuals.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Carol Koenig 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 Havenwyck to purchase additional 1-1 staffing and hospital services at the rates and dates indicated below.

Havenwyck: 1-year agreement (8/1/2017 – 9/30/2018) - rates all-inclusive

Inpatient – children, adolescents, adults: \$750.00 per day for regular admission.

Additional option for acute cases, with supervisor on call approval: This approval would need to allow the FF Director to approve single case agreements with a contracted hospital, for the 0100 code, in excess of the contract rates in emergent situations. This rate would be \$1,150.00 for 1:1 Staffing the first 48 hours; pending Supervisor/Director approval.

MOTION CARRIED unanimously.

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

Shana Badgley presented a renewal for out of county residential programs.

ACTION:

MOVED by Carol Koenig 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 Case Management of Michigan to purchase the above listed services from Case Management of Michigan for the period of October 1, 2017 and ending September 30, 2018.

MOTION CARRIED unanimously.

Contract Renewals

Shana Badgley presented seven contract renewals.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Carol Koenig 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:

Expense Contract Renewal: Justice in Mental Health Organizations (JIMHO)

Renewal of contract with Justice in Mental Health Organizations to purchase Drop-In/Project Stay services for the period of October 1, 2017 through September 30, 2018 and pay \$259,426.00 for those services.

Expense Contract Renewal- addendum: BCA – Stonecrest Center, 5000 Gratiot Ave., Detroit, MI 48205

Renewal of contract with Stonecrest Center to purchase additional 1-1 staffing and hospital services at the rates and dates indicated below.

Stonecrest: 1-year agreement (8/1/2017 – 9/30/2018) - rates all-inclusive

Inpatient – children, adolescents, adults: \$627.00 per day

Additional option for acute cases, with supervisor on call approval: This approval would need to allow the AMHS Director to approve single case agreements with a

contracted hospital, for the 0100 code, in excess of the contract rates in emergent situations.

1-1 Staffing first 48 hours: \$14.00/hr.; pending Supervisor/Director approval

Revenue Contract Renewal: The Right Door for Hope, Recovery and Wellness

Contract renewal with The Right Door for Hope, Recovery and Wellness to provide Crisis Stabilization Services for the period of October 1, 2017 through September 30, 2018 and receive a per diem rate of \$454.56 not to exceed \$7500.00/year for those services/goods.

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, 2017 through September 30, 2018 and receive \$280,987.

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, 2017 through September 30, 2018 and receive \$91,194.

Revenue Contract Renewal: 65 B District Regional Mental Health Court

Contract renewal with the 65 B Regional Mental Health Court to provide a .5 mental health therapist for the implementation of a Mental Health Court in Clinton County for the period of October 1, 2017 through September 30, 2018 for the amount of \$39,733.

Revenue Contract Renewal: Michigan Department of Health and Human Services – Projects for Assistance in Transition from Homelessness (PATH) Grant

Contract renewal with Michigan Department of Health and Human Services for the Projects for Assistance in Transition from Homelessness Grant to receive \$15,000 which in turn is used to purchase supportive housing services for six homeless adults experiencing mental illness in Eaton County from October 1, 2017 through September 30, 2018.

MOTION CARRIED unanimously.

Acceptance of Revised Steady State Budget Projections for Fiscal Year 2017/2018

Stacia Chick presented the new budget projections, which include revised Medicaid revenue projections from MSHN after the PIHP Rate Setting meeting. Stacia spoke to the \$1.8 million swing from the previous preliminary state budget. The only line item that has changed is the Medicaid line item, due to rate changes. All different Medicaid sources went through changes. Discussion ensued as to regional differences in FY17/18 budgets. Stacia explained that she was hoping next year there would be less spent in general fund, but it fluctuates continually. Stacia reported that she has communicated with CMH's in the region and outside of the region to form a 236 agreement for excess general funds from those that have surpluses. The agreement has to be made before the end of the FY for the transfer of funds.

Preliminary Program Proposals to Balance FY 2018 Budget

Stacia Chick presented the program proposals and discussed the two above the line requests with the new Microsoft Exchange server and the Finance/HR Enterprise Resource Planning Software. Stacia then went on to explain program specific deficits and the projected \$81,000 surplus, which she would like guidance from the committee on how to distribute. Stacia discussed what programs could do with surpluses in their budgets.

Carol Koenig left the meeting at 6:20 pm.

Closed Session

MOVED by Raul Gonzales and **SUPPORTED** by Kay Pray to move into closed session to discuss labor negotiations.

A roll-call vote was taken on the motion to move into closed session.

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

No: None

MOTION CARRIED unanimously

The Finance Committee returned to open session at 7:25 p.m.

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 accepts the Revised Preliminary Steady State Budget Projections for Fiscal Year 2017/2018.

MOTION CARRIED unanimously.

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 accepts the Preliminary Program Proposals to Balance Fiscal Year 2018 Budget.

MOTION CARRIED unanimously

New Business:

1. **County Funding Update** - Stacia Chick presented that in FY17 CMHA has committed to give back the one-time allocation of \$120,000 that was received from Eaton County, which was earmarked to two particular services, which CMHA asked to allocate elsewhere. This commitment was to prevent a reduction of \$120,000 in the FY18 Appropriation from Eaton County, which is essentially a permanent reduction in the future. This still has to go through the county commissioners to approve the budget in September.
2. **FY16 Audit Update** - Stacia also communicated that the FY16 audit is not on time. Stacia explained that we switched to new auditors for the FY16 audit, and that we expect a very thorough audit. She and Joanne Holland have discussed creating a new system for financial statements, to be completed hopefully ahead of when FY17 statements are due to the auditors. Stacia said there are no fines incurred, and the State and MSHN are updated of the situation.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 7:42 p.m. The next regularly scheduled Finance Committee meeting is September 13, 2017, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

**Darby Vermeulen
Finance Secretary**