



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, November 10th, 2021

5:30 p.m.

812 E. Jolly Rd, Atrium

Lansing, MI 48910

Committee Members Present:

Kay Randolph-Back
Dwight Washington
Tim Hanna
Raul Gonzales
Emily Stivers
Dianne Holman

Committee Members Absent:

None

Staff Present:

Darby Vermeulen, KC Brown, Sharon Blizzard, Joanne Holland, Amy Rottman, John Peiffer, Shana Badgley, Raquel Sparkman, Sara Lurie, Sue Panetta

Public Present:

None

Other Board Members Present:

Joe Brehler

Call to Order:

The meeting was called to order by Chairperson Emily Stivers at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to approve the meeting minutes of October 13th, 2021.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Tim Hanna and SUPPORTED Kay Randolph-Back to adopt the revised agenda of November 10th, 2021.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Expense Contract Renewals

MOVED by Joe Brehler and SUPPORTED by Tim Hanna 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 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: Residential Type A

This contract is being renewed to purchase specialized residential services with the per diem rates of \$41.63 (Level I), \$63.60 (Level II), \$85.57 (Level III), \$106.97 (Level IV), and \$123.17 (Level V) for Personal Care (T1020) and Community Living Supports (H2016) independent of any amount paid to the home for room and board as calculated in the consumer's ability to pay, for the retroactive term of November 1, 2021 through September 30, 2022.

Provider	Facility	License Number
Elsabeth Engeda DBA Kalkidan AFC, Corp.	Kalkidan AFC 3	AS330367324

Expense Contract Renewal: Residential Type A Non-Standard – Beacon Home at Battle Creek

This contract is being renewed to purchase the services listed below, for the retroactive term of October 1, 2021 through September 30, 2022.

Provider	Facility	License Number	Service	Code	Base Rate	Base Rate + DCW	Unit
Beacon Specialized Living Services	Beacon Home at Cedar Creek	AS130405804	Personal Care and Community Living Support	T1020 and H2016	241.73	266.07	Per Diem

MOTION CARRIED unanimously.

Expense Contract Renewal: Sheila Marcus, MD

Gwenda Summers presented this item.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Tim Hanna that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with Sheila Marcus, MD to provide training and coaching in Child and Parent Psychotherapy to CMHSP's and pay up \$29,600 for those services for the retroactive period of October 1, 2021 through September 30, 2022.

MOTION CARRIED unanimously.

Expense Contract Renewal: Relias

Sharon Blizzard presented this item to renew Relias online training.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to pay MSHN \$64,730.28 for Relias online training for the retroactive period of November 1, 2021 through October 31, 2022 contract term and pay \$64,730.28

MOTION CARRIED unanimously.

Expense Contract – New Lease Contract

John Peiffer presented information about leasing property for Families Forward in response to the program's growth over the last few years and the construction that will be happening at the Ingham County building in the coming months. John worked with Gwenda to find a swing space for the program while ICC is under construction; there are currently two spaces being considered. A request for proposal went out for the space, and responses are due Friday. The results of the RFP will be brought in the form of a completed fact sheet to the Board next Thursday. John said the renovations should take about a year.

Joe asked why the timeline is so tight on this item? John said there is one unit in FF that is trying to bring new staff on but we have no room for, so this needs to be moved along quickly. They are hoping to have staff moved into the new space by mid-January.

Emily commented that the growth of the program means it is meeting the needs of the families in the community, and she said the need for space is a problem but it is a good problem to have.

FY22 Budget Adjustments and Proposals

Amy Rottman presented the anticipated budget adjustments discussed during the budget process in December. As expected, in October information about our revenue became available. Because management recognized the DCW increase was crucial to maintain for staffing, we budgeted for the increase through FY22. We have since found out that the State will be covering the wage increase, which leaves CEI with additional funds already built in to the budget. Management has been meeting to identify the best ways to use funding available for services and programs. The surplus amount was identified to be about \$8.6M.

Sharon Blizzard reviewed the agency-wide proposals for the surplus. The proposals included:

1. Wage and compensation adjustments - \$3,607,000
2. Recruitment and Retention Strategies (Wage Study, Retention Payment, Physician Loan Repayment, Student Debt Relief, other payments) - \$1,958,867
3. Laptops (Equip 490 staff with laptops, docking stations, bags) - \$996,289
4. Residential Rate Adjustment - \$1,000,000

Approximately \$1.6M in retention payments to be released during the second quarter of the calendar year. Full-time employees would receive \$2,000, part-time employees would receive \$1,000 and relief employees would receive \$500. Loan repayment was also discussed as a portion of the payments. Sharon said we have done partial salary

reviews in the past, but we have never done a comprehensive study for our professional staff during her tenure. Tim asked if there was an outside consultant identified for the study? Sharon said we have not identified one yet. She went on to say we are up against a very limited talent pool, which is why \$3.6M in retention payments will be made prior to the comprehensive wage study. Sharon said we currently have over 83 vacant positions, and we're looking at balancing recruitment and retention.

Directors then reviewed the proposals for each of their programs. These proposals included:

AMHS – 3.0 FTE CSS for formation of Case Management Team #3 and 1.0 FTE Behavioral Health Consultant-Care Free Medical Health Care Integration Site

ITRS – 1.0 FTE MHT – Co-occurring to help offset cost of ITRS Co-Occurring MHT positions

FF – 3.0 FTE to develop an intake assessment unit to increase capacity and eventually move to more same day intakes

HR – 1.0 FTE Human Resources Specialists to assist with hiring and providing generalist support for hiring, leaves, worker's compensation and COVID 19 related processes and 1.25 FTE HR Specialist II – to assist with veteran's recruitment, serve as Intern liaison within the agency and with the schools, assist with hiring during peak recruitment periods

Finance – Reimbursement 1.0 FTE Registration Coordinator/Manager position in Finance to support a staff of Reimbursement Clerks focused on gathering all required reimbursement information from consumer and 2.0 FTE Reimbursement Specialists.

IS – 1.0 FTE IS Systems Engineer to manage extended laptop deployment.

Joe said he would like to know how much of the increase to the \$169M is because of the Milliman increase and how much is attributed to the high Medicaid enrollment? Amy said \$169M is inclusive of a high enrollment revenue situation, and there is an understanding that Medicaid remains high and the amounts we receive because of this are also inflated. Amy said the rate change by Milliman was very minimal, and most of the surplus revenue was because of the high enrollment.

Joe said he isn't sure how helpful a one-time retention payment would be, and he would suggest a recurring retention payment. He went on to say he believes most of our part-time people are at the low-end of our wage scales, and he thinks we should be doing more for those at the lower-end of the scale than we should for those at the higher-end. Sara said she generally believes this as well, but in order to retain full-time employees, we also need to target them. Joe said if we consider making retention payments a recurrence, we should look at changing this to be a more equal payment. Sharon reminded Joe this is how the three previous COVID payments were made. Sara said we may also be taking a look mid-year to see how the revenue compares to what was budgeted, so there may be another opportunity mid-year to make another payment.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the FY2022 budget adjustments and proposals as provided.

MOTION CARRIED unanimously.

Medicaid Revenue Update

Amy provided the update for the beginning of FY22. There is an approximately \$1M difference between what was budgeted and what was received.

Amy said CCBHC has been newly added to this report. We have received payment for CCBHC in October.

Unfinished Business:

MOVED by Kay Randolph-Back and **SUPPORTED** by Dwight Washington to move into closed session to discuss strategies regarding collective bargaining agreements

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

Yes: Gonzales, Randolph-Back, Washington, Brehler, Stivers, Holman

MOTION CARRIED unanimously

The Finance Committee returned to open session at 7:22 p.m.

New Business:

None

Public Comment:

None

Adjournment:

The meeting was adjourned at 7:23 p.m. The next regularly scheduled Finance Committee meeting is December 8th, 2021 at 5:30 p.m., 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Darby Vermeulen

Finance Administrative Assistant