



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, January 11, 2017, 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

Committee Members Absent:

Chris Swope

Staff Present:

Stacia Chick, Chelsea Park, John Peiffer, Ericanne Spence, Alan Platt, Sara Lurie, Mary Clissold

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 Raul Gonzales and SUPPORTED by Kam Washburn to approve the meeting minutes of December 14, 2016.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kam Washburn and SUPPORTED by Raul Gonzales to adopt the revised agenda with the removal of agenda item number 10. "JP Morgan Chase Tax Exempt Borrowing Renewal of Cherry Street Loan".

Dianne Holman joined the meeting at 5:32 p.m.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Expense Contract: Lease/Renovations, Expansion of Wardcliff Autism Center Space in East Lansing

John Peiffer presented a proposal to expand the current space of the Wardcliff Abilities Center. The program has outgrown the space and proposes to amend the lease to increase square footage starting April 1, 2017.

Mr. Peiffer also provided and reviewed a Project Cost Estimate for the proposed renovations to the space. The majority of the renovations will be completed by CMHA-CEI Carpentry staff. Discussion ensued regarding funding and reimbursement for the services provided at this location. CMHA-CEI staff assured the Finance Committee that the project will not cause an unmanageable cash flow issue or disruption of services.

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 staff to expand the current leased space at 5150 Wardcliff, East Lansing, MI 48864, commonly known as Wardcliff Elementary School, by 4,800 square feet and amend the existing lease to reflect the next six years lease rates as follows:

April 1, 2017 – September 30, 2018; \$6.61 sq/ft; \$9195.83 monthly; \$110,349.96 / annually.

Renewal for 5 years at 2% increases each year.

<u>Year</u>	<u>Period</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>	<u>Per SQ/FT Price</u>
1	10/1/18 – 9/30/19	\$9379.72	\$112,556.59	\$6.74
2	10/1/19 – 9/30/20	\$9567.31	\$114,807.72	\$6.87
3	10/1/20 – 9/30/21	\$9758.66	\$117,103.87	\$7.01
4	10/1/21 – 9/30/22	\$9953.83	\$119,445.95	\$7.15
5	10/1/22 – 9/30/23	\$10,152.91	\$121,834.87	\$7.30

And to renovate the additional 4,800 square feet of space at a total cost for renovations

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not to exceed \$120,844.90 with renovation costs to be amortized over a period of 10 years at the rate of \$12,084.49 per year.

MOTION CARRIED unanimously.

Raul Gonzales commented that CMHA-CEI staff are in the process of organizing a tour of the Wardcliff Abilities Center for Board Members. John Peiffer made the suggestion of holding a future Committee Meeting or Board Meeting at the Wardcliff Abilities Center.

Mary Clissold confirmed that consumers also visit this location for occupational and speech therapy services.

Expense Contract Renewal: Samaritan Behavioral Center, Detroit

Alan Platt presented an expense contract renewal with Samaritan Behavioral Center in Detroit to purchase hospital services.

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) authorize CMHA-CEI to enter into a contract renewal with Samaritan Behavioral Center to purchase hospital services at the rates and dates indicated below:

Samaritan Behavioral Center: 1-year agreement (1/1/2017 – 9/30/2017) - rates all-inclusive

Inpatient – adults: \$765.00 per diem

MOTION CARRIED unanimously.

Expense Contract Amendments

Mary Clissold presented a contract amendment with Beacon Specialized Living Services, Inc. The contract is for Specialized Residential Services that were paid at a bundled rate. Staff are proposing to adopt the list of services to have a more specific breakdown of costs.

Mary Clissold presented contract amendments for Residential Options, Inc. and Royal Care Link to include an Exception Crisis Rate for Community Living Supports (CLS) to be used only in urgent or unique situations when 1:1 staffing is required that are

beyond the normal residential service. The Hourly High Need Exception rate is \$20.32 and the Hourly Holiday/Overtime High Need Exception rate is \$30.48.

ACTION:

MOVED by Dianne Holman and SUPPORTED by Kam Washburn 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 amendments based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Expense Contract Amendment: Beacon Specialized Living Services, Inc.

Contract amendment with Beacon Specialized Living Services, Inc. to purchase specialized residential services, psychiatric evaluations and medication reviews for the period of October 1, 2016 through December 31, 2018 and pay the rates listed on the attached rate sheet.

Beacon Specialized Living Services Rate Sheet			
Service Description	Service Code	Unit of Service	Rate
Psych Eval with Medical Exam	90792	Event	\$400.00
Psychiatric Diagnostic Evaluation	90791	Event	\$400.00
Psychotherapy, 16-37 min	90832	Event	\$120.00
Psychotherapy, 38-52 min	90834	Event	\$120.00
Psychotherapy, 53-60 min	90837	Event	\$120.00
Med Review, approx. 10 minutes-minor problems	99212	Event	\$200.00
Med Review, approx. 20 minutes-low/moderate	99213	Event	\$200.00
Med Review approx. 25 minutes-moderate/high	99214	Event	\$200.00
Comprehensive Community Supports and Personal Care per diem –Standard Group Homes	H2016 / T1020	Day	\$ 222.50
Comprehensive Community Supports and Personal Care per diem – Beacon Springs	H2016 / T1020	Day	\$272.50

Lifesytlles Apartment Program	H0043	Day	\$125.00
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Expense Contract Amendments: Residential Options, Inc. and Royal Care Link

Contract amendments with the agencies listed below, to purchase Community Living Supports (CLS), on an as needed basis for the for the periods and rates listed below:

Agency Name	Address	Service	Start Date	Expire Date
Residential Options Inc.	2121 E Grand River Lansing, MI 48912	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Royal Care Link	4700 Hagadorn, Suite 107A East Lansing, MI 48823	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)	10/1/16	09/30/17

Name of Service	Code	Unit Rate	Hourly Rate
CLS -High Need Exception Rate	H2015	\$5.08	\$20.32
CLS -High Need Exception Holiday /Overtime Rate	H2015	\$7.62	\$30.48

*A per diem code (H0043) and rate may be utilized in lieu of the H2015 code that is calculated by using one of the board approved hourly rate multiplied by the number of authorized hours per the individual's level of care and need.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Ingham County Health Services Millage

Sara Lurie presented a revenue contract renewal to receive funding for the provision of a range of behavioral health and developmental disability services which meet the criteria of the Ingham County Health Services Millage. This contract includes a 3% increase over the previous fiscal year. Discussion ensued regarding the timeline for the continuation of receiving this millage and future proposals.

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, Ingham Counties authorize CMHA-CEI to enter into a contract with Ingham County for the provision of a range of behavioral health and developmental disability services and receive up to \$1,254,835 for the period of October 1, 2016 through September 30, 2017.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 5:57 p.m. The next regularly scheduled Finance Committee meeting is February 8, 2017, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

**Chelsea Park
Finance Secretary**