



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, May 13th, 2020

5:30 p.m.

Zoom Meeting

Committee Members Present:

Joe Brehler, Dwight Washington, Kay Randolph-Back

Committee Members Absent:

Emily Stivers, Dianne Holman

Staff Present:

Darby Vermeulen, Joanne Holland, Sara Lurie, Stacia Chick, Karla Block, Jennifer Stanley, Karla Block, KC Brown

Public Present:

None

Other Board Members Present:

Paul Palmer

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:32 p.m.

Previous Meeting Minutes:

MOVED by Kay Randolph-Back and SUPPORTED by Paul Palmer to approve the meeting minutes of April 8th, 2020.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Adoption of Agenda:

MOVED by Kay Randolph-Back and **SUPPORTED** by Dwight Washington to adopt the amended agenda of May 13th, 2020, with the additions of ‘New Revenue Contract: Michigan Department of Health and Human Services Coronavirus (COVID-2019) Community Mental Health Support Program’ presented by Sara Lurie as action item #15a and ‘New Expense Contract: Dell Computer’ presented by Joanne Holland as action item #15b.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Revenue Contract Renewal: Mid-State Health Network PA2 Funding

KC Brown presented this renewal for the utilization of PA2 funds for suicide prevention and jail re-entry services. She said MSHN has agreed to continue the funds for the aforementioned services, but no other CMH services at this point. Stacia said this is only a six-month approval because previously this contract ran May through April, and this six-month contract will get it back on a fiscal year basis.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Dwight Washington 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 with Mid-State Health Network to provide both Suicide Prevention Activities and Jail Re-entry Services utilizing awarded PA2 funds. The amount of the contracts is \$152,957 for the period of April 1, 2020 through September 30, 2020.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Revenue Contract Amendment: Mid-State Health Network Substance Abuse Disorder – Treatment

KC Brown presented a contract amendment with MSHN for CEI to provide Outpatient treatment for those connected with the MDOC contract, and for CEI to receive the fee for services amount in the contract.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to accept the amendment to the existing Mid-State Health Network Contract for Substance Use Disorders - Treatment to provide SUD services for individuals originally served under the MDOC contract and receive the fee for service amounts already included in the existing contract. This amendment is effective from April 1, 2020 through September 30, 2020.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Contract Amendments:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington 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 amendments based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Expense Contract Amendment: iEval

Sara Lurie presented this amendment to continue the work with iEval on the CCBHC grant. There are \$18,932 in carryover funds from the last contract term.

Expense Contract Amendment: IRIS Telehealth

Sara Lurie presented this item for a contract renewal with IRIS. Dr. Stanley explained that there was previously a cap of 28 hours/week, and this amendment will allow an increase to 60 hours/week from now until September 30.

Revenue Contract Amendment: SAMHSA CCBHC Expansion Grant Year 2 Award

This contract amendment allows CEI to continue to receive grant funds with \$1,084,762 in carryover funds added for the Year 2 budget period of September 30, 2019 through September 29, 2020 for a new total of \$2,977,252.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Expense Contract Amendment: Central State Community Services – Airport Road Group Home

Stacia said this is an amendment for services provided at the Airport Road Group Home by Central State Community Services. CEI owns this location, and Central State provides the services.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington 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 amendment to purchase specialized residential services from Central State Community Services at the location and rate listed below for the retroactive period of April 8, 2020 through September 30, 2021, contingent upon the execution of a lease for the location.

Provider	Facility Name	Address	Code	Unit	Rate
Central State Community Services	Airport Road Home	13768 Airport Road Lansing, MI 48906	H2016/ T1020	Per diem	\$209.30

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Second Amendment to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Cafeteria Plan

Stacia said this plan has been in place for several years; this amendment is to allow a participant to carryover funds of up to \$500 from one year to the next, with a minimum of \$60 rolled over.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Paul Palmer that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the following resolution:

RESOLVED: That the Second Amendment to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Cafeteria Plan is hereby adopted effective January 1, 2020; and

FURTHER RESOLVED: That any other officer of the Authority is authorized to execute the Second Amendment to the Cafeteria Plan and any related documents on behalf of the Authority.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

New Expense Contract: TimeClock Plus, LLC – Cloud Services, Maintenance & Support Agreement

Stacia said this is contract is for scheduling services software, primarily for 24/7 services to use. There is currently no in-house design software that performs this service. This will be used in conjunction with the new Connect software. Joe noted that the two bids were sizably different; Joe noted the \$1.2M bid CEI received was requiring CEI to buy other unnecessary software.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Paul Palmer 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 new contract with TimeClock Plus, LLC to purchase cloud based scheduling services, maintenance & support and pay up to \$11,200 per year plus a one-time implementation cost of \$14,800 for a total of \$70,800 for the period of July 1, 2020 or

beginning on the date of the accepted agreement and is effective for five years thereafter.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Budget Control Policy

Stacia spoke about the major changes to the budget control policy. Dwight Washington asked about the revision regarding changes of under \$100,00 not being detailed in quarterly budgets, where previously it was under \$10,000 changes that were not detailed. Stacia explained it's not common practice to discuss budget changes under \$100,000 with the Board; these changes are more in line with standard budget control policies. Joe clarified that we would still see monetary contract amendments at the Finance Committee. Kay asked why SSDI was not in the policy previously? Stacia said the policy was created many years ago, so she can't speak to why it wasn't included.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize the proposed revisions to the Budget Control Policy, 4.1.05.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

FY 19/20 1st Quarter Amended Budget AND FY 19/20 1st Quarter Financial Statements

Stacia shared that at the end of the first quarter, assets were at \$55M, liabilities were at \$39M, and total fund equity was at \$15.8M. Our actual expenses were \$1.4M under budget.

Stacia said the 2nd quarter financial statements will likely be brought to Finance Committee in June. 2nd quarter expenditures generally are higher than 1st quarter. Joe asked when we will see COVID-19 expenditures hit the budget? Stacia said the enhanced pay for employees and providers will hit in the 3rd quarter, so there will be a large jump then. Kay asked about the Earned Contracts portion of the Revenue Analysis, and whether we have contracts with MSHN that fall under this category?

Stacia said yes, this would fall under the Other Revenue – Affiliated line.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the FY 19/20 1st Quarter Amended Budget.

MOTION PASSED with 4 votes in favor. **Members Present:** Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

New Expense Contract: Gallagher Benefit Services, Inc., Healthcare and Benefits Consulting Services

Stacia reviewed the terms of the new contract with Gallagher Benefit Services, who is CEI's new Healthcare and Benefits consultant. She spoke a bit about the RFP process; she said cost was not the only factor in the selection process, but Gallagher happened to offer the lowest bid. Gallagher is replacing 44North as the broker for CEI.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Paul Palmer 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 new contract with Gallagher Benefit Services, Inc., to purchase healthcare and benefits consulting services and pay up to \$109,000 per year for the period of June 1, 2020 or beginning on the date of the accepted agreement and is effective for one year thereafter.

MOTION PASSED with 4 votes in favor. **Members Present:** Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

New Revenue Contract: Michigan Department of Health and Human Services Coronavirus (COVID-2019) Community Mental Health Support Program

Sara said we got notice today from MDHHS that CEI will be receiving \$91, 452 to help support the provision of services during the COVID-19 pandemic. We will be using this money for technology needs as well as training, education, and PPE. Kay asked if we are having trouble finding masks? Sara said we did at first, but with

John Peiffer and Kinnith Gibbs' help, we have a decent amount at this point. We also received PPE from the State, funneled through the PIHPs.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to accept Michigan Department of Health and Human Services Coronavirus (COVID-2019) Community Mental Health Support Program funds up to \$91,452, effective from March 1, 2020 through September 30, 2020.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

New Expense Contract: Dell Computer

Joanne said CEI will be purchasing 25 additional laptops to support and sustain telehealth services. When the pandemic began, IS had to bring technology out of retirement to fill the need, and that is no longer sufficient. This is on top of the 75 laptops that will be replaced per the normal replacement cycle.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Paul Palmer that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to purchase twenty-five (25) laptop computers from Dell Computer and pay up to \$47,500.

MOTION PASSED with 4 votes in favor. Members Present: Joe Brehler, Kay Randolph-Back, Dwight Washington and Paul Palmer.

Dianne Holman and Emily Stivers Excused.

Medicaid Revenue Update

Stacia reviewed the current Medicaid revenue report. At this point in time, we are trending to be over budget by \$2.6M. This is largely because of a rate change that occurred in February. We know the COVID-19 rate changes will also effect the Medicaid revenue, as well as the additional compensation to providers.

Unfinished Business:

None

New Business:

None

Public Comment:

None

Adjournment:

The meeting was adjourned at 6:35 p.m. The next regularly scheduled Finance Committee meeting is June 10th, 2020 at 5:30 p.m., via Zoom.

Minutes Submitted by:

Darby Vermeulen

Finance Administrative Assistant