



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**FINANCE COMMITTEE**

**Meeting Minutes**

**Wednesday, March 14, 2018, 5:30 p.m.**

**812 E. Jolly Road, Conference Room G11-C**

**Lansing, MI 48910**

**Committee Members Present:**

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

**Committee Members Absent**

**None.**

**Staff Present:**

**Stacia Chick, Darby Vermeulen, Ericanne Spence, Sara Lurie, Karla Block, Shana Badgley**

**Public Present:**

**None.**

**Other Board Members 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 Kam Washburn and SUPPORTED by Raul Gonzales to approve the meeting minutes of February 14, 2018.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

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Finance Committee Meeting  
March 14, 2018

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

MOVED by Kam Washburn and SUPPORTED by Raul Gonzales to adopt the revised agenda to add the FY17 Audit Update under Old Business and the April Finance Committee location under New Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Revenue Contract Amendment: Mid-State Health Network Funding

This is an amended contract with MSHN to add funding through Fiscal Year 2018.

ACTION:

MOVED by Raul Gonzales 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 enter into a contract amendment with Mid-State Health Network to continue the operation of The Recovery Center and enhance medical supports. The amount of the contract amendment is \$72,290 for a total of \$459,792 in contract funds for the period of April 1, 2018 through September 30, 2018.

MOTION CARRIED unanimously.

Renewal of Memorandum of Understanding (MOU): Lansing Housing Commission

Shana Badgley presented a renewal for in-kind-services. Kam Washburn asked how in-kind services are tracked, and Shana clarified that they are separately tracked from other services provided by CEI.

ACTION:

MOVED by Raul Gonzales 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 an MOU with LHC to provide match-in-kind services in the amount of \$86,000 for the FY 2017/2018. Accepting this will allow CEI-CMHA to provide essential services and supports, e.g., case management, nursing, psychiatry, peer support, etc. to homeless recipients with mental illness or co-occurring disorders.

**MOTION CARRIED unanimously.**

**Expense Contract Amendment: Therapeutic Activities/Exercise (Massage Therapy)**

Karla Block presented a contract for services provided in 2017. The contract did not reflect services provided, and this was a recent discovery. The contract needs to be approved for payment. This is a small portion of the Children's Waiver.

**ACTION:**

**MOVED** by Kam Washburn 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 amend the contract to add all necessary service codes, and purchase the services listed from the following contractor for the period and rates listed below:

<b>Contractor Name</b>	<b>Address</b>	<b>Service</b>	<b>Start Date</b>	<b>Expire Date</b>
Maryann Lefevre Hancock	812 Clark St. Lansing, MI 48906	Children's Waiver	1/1/17	09/30/17

Rates:

<b>Name of Service</b>	<b>Code</b>	<b>15 Minute Rate</b>	<b>Hourly Rate</b>
Therapeutic Activities Exercise (CHUM/Massage Therapy)	97530	\$21.10	\$84.40
Therapeutic Exercise (CHUM/Massage Therapy)	97110	\$19.59	\$78.36
Therapeutic Activity	97124	\$16.15	\$64.60

**MOTION CARRIED unanimously.**

**Old Business:**

Stacia Chick provided an update to the Fiscal Year 2017 Audit. She reported that Sara Lurie, Joe Brehler and herself had a conference call with Chad from Plante Moran. This audit has a due date of 3/31/18. Chad noted three issues that have potentially caused delays, including research into capital lease accounting, as guidelines have changed. Also, the accounts payable detail support was not reconciling to the account, and needed to be pulled out of the software. Thirdly, journal entries that had to do with the Financial Status Report, given to the PIHP and the State, had to be created after the Financial Statements were complete. Chad will let CEI know if he believes there will be a delay after his review. Right now, no problems are anticipated. Kay Randolph-Back asked about the software issue, and whether this would be issue could be fixed with the new software. Stacia confirmed it would be.

Chris Swope entered the meeting at 5:47 p.m.

Carol Koenig entered the meeting at 5:49 p.m.

**New Business:**

Sara Lurie reported that on April 11<sup>th</sup>, Charter House is having its 40<sup>th</sup> anniversary party at Urban Beat in Old Town. Therefore, the Finance Committee meeting will be located at the MICA Gallery on Turner Street. Chris Swope noted that he would potentially be a little late to that meeting.

**Public Comment:**

None.

**Adjournment:**

The meeting was adjourned at 5:50 p.m. The next regularly scheduled Finance Committee meeting is April 11, 2018, 5:30 p.m., MICA Gallery, 1210 Turner Street, Lansing.

Minutes Submitted by:

Darby Vermeulen  
Finance Secretary