



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, May 9, 2018

5:30 p.m.

812 E. Jolly Rd, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

Joe Brehler, Raul Gonzales, Kay Randolph-Back, Chris Swope

Committee Members Absent:

Carol Koenig, Kam Washburn

Staff Present:

Stacia Chick, Darby Vermeulen, Karla Block, Shana Badgley, John Peiffer, Sharon Blizzard, Sara Lurie

Public Present:

None.

Other Board Members Present:

Paul Palmer, Dianne Holman

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 Dianne Holman to approve the meeting minutes of April 11, 2018.

MOTION CARRIED unanimously.

Adoption of Agenda:

Finance Committee Meeting (DV)

May 9, 2018

MOVED by Raul Gonzales and **SUPPORTED** by Kay Randolph-Back to adopt the agenda with the addition of item #8, Revenue Contract Renewal: Branch County Community Mental Health Authority COFR Agreement, Sara Lurie reporting a Section 298 update under New Business, and Stacia Chick providing a FY17 audit update under Old Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Expense Contract Amendment: Kelly Wilson

Sara Lurie presented an amendment to increase funding to the Kelly Wilson contract by \$20,000, to provide training and coaching in Trauma Focused-Cognitive Behavioral Therapy.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Dianne Holman 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 amended contract with Kelly Wilson to provide Trauma-Focused Cognitive Behavioral Therapy to CMHSP's and pay \$62,000 for those services for the period October 1, 2017 through September 30, 2018

MOTION CARRIED unanimously.

Expense Contract: Lease renewal 1520 West Wieland, DeWitt Township, Michigan

John Peiffer presented a lease renewal for a CSDD home. The lease payment will Continue through April, 2020, with a 2% increase after that point.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the lease of property at 1520 West Wieland in DeWitt Township, Clinton County, Michigan from Sko (Roseanne) Schafer residing at 905 Glenwood Terrace Anniston, Alabama 36207, for the period of May 1, 2015 through April 30, 2018 and pay as follows:

CMHA-CEI shall pay to the Lessor for the premises during the period of May 1, 2018 through April 30, 2020, the sum of Twenty-Two Thousand Two Hundred Thirty-Six dollars (\$22,236.00) --per annum and payable in installments of One Thousand Eight Hundred Fifty-Three dollars (\$1853.00) --per month.

CMHA-CEI shall pay to the Lessor for the premises during the period of May 1, 2020 through April 30, 2021, the sum of Twenty-Two Thousand Six Hundred Eighty dollars (\$22,680.00) --per annum and payable in installments of One Thousand Eight Hundred Ninety dollars and 50/100 (\$1890.00) --per month.

Installment payments shall be made during the month for which the installment is applicable. Each monthly installment payment includes insurance escrow, real estate tax escrow and base rent.

Chris Swope entered the meeting at 5:37 p.m.

MOTION CARRIED unanimously.

Sale of CMH Asset: 1923 Roberts Lane, Lansing, Michigan 48910

John Peiffer presented the sale of a home that has been unused for a period of time. CEI hasn't found a use for the home as it provides limited mobility for those who are wheelchair bound, etc. Dianne Holman asked where the money from the sale goes, and Stacia Chick said the money from the sale of this home will go back into the Supportive Housing fund. Chris Swope asked if the house is fully depreciated, which Stacia confirmed.

ACTION:

MOVED by Chris Swope 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: Complete the sale of the home and property at 1923 Roberts Lane, Lansing Michigan 48910; in Ingham County with a legal description as: Lots #24, and #25 of McKim's Subdivision, City of Lansing, in Ingham County.

With Tax Parcel No: 33-01-01-28-228-032, To: Jackie L, Whited, 5615 Bellevue Rd, Onondaga, Michigan 49264-9752, in Ingham County, for the amount of: Eighty-Nine Thousand and 00/100 Dollars, (\$89,000.00)

Additionally, CMHA CEI staff are asking that the CMHA CEI Board of Directors authorize Chief Executive Officer, Sara Lurie, to execute all related documents to complete the sale of the subject property.

MOTION CARRIED unanimously.

Revenue Renewal Contract: Branch County Community Mental Health Authority (dba Pines Behavioral Health Services) COFR Agreement

Stacia Chick presented a standard COFR with Branch County. This is retroactive because CEI has just received the contract from Branch.

ACTION:

MOVED by Chris Swope 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 authorize CMHA-CEI to enter into a contract renewal with Branch County Community Mental Health Authority (dba Pines Behavioral Health Services) to provide Supports Coordination, Registered Nurse (RN) Evaluation, Health Services RN, Medication Review and Out of Home Non Vocational Habilitation Skills to Branch County Community Mental Health Authority (dba Pines Behavioral Health Services) for the period of October 1, 2017 through September 30, 2018 and receive the following rates:

Service	CPT Code	Rate	Reporting Unit
Supports Coordination	T1016	\$185.41	15 minutes
RN Evaluation	T1001	\$305.54	Encounter
Health Services RN	T1002	\$185.17	15 minutes
Medication Review	99212	\$510.16	Encounter
Out of Home Non Vocational Habilitation Skills	H2014 TT	\$4.77	15 minutes

MOTION CARRIED unanimously.

Acceptance of Steady State Budget Assumptions and Budget Development

Calendar for Fiscal Year 2018/2019 (CMHA-CEI)

Stacia Chick reviewed the Budget Control Policy with the committee. She reminded the group of their responsibilities pertaining to reviewing budgeting documents.

Stacia then reviewed the Budget Development Calendar for FY19. She continued on with a review of the FY19 Budget Development Principles, noting small changes made to the language in the principles, due to no longer being a PIHP.

Stacia reviewed the Steady State Budget Assumptions with the committee. She began with the Expense Assumptions. Several committee members asked about the status of the Fund Balance Restoration Plan; Chris Swope mentioned that he thought the \$510,825 goal for each year seems unattainable. Stacia said CEI has to try to work toward the goal to make some sort of progress. Sara Lurie mentioned CEI would have been successful last year, had the reporting change not happened. Chris mentioned he has no issue leaving the number where it currently is, but building it into the final budget may not be possible, in his opinion. Chris went on to ask about the union contracts and when they are ending; Sharon Blizzard provided the end dates for both 512 and 459 contracts.

Stacia moved on to the Revenue Assumptions. Kay Randolph-Back asked about SSI, and whether that was a direct revenue source, and Stacia said that depends on if we provide the residential services for the consumer directly.

ACTION:

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

The Finance Committee accepts the Fiscal Year 2018/2019 Steady State Budget Assumptions and the Budget Development Calendar.

MOTION CARRIED unanimously.

Old Business:

Stacia provided an audit update. She said there is one last item for the financial audit, and Sara and Stacia have a call with Plante Moran tomorrow. The single audit and compliance exam are both moving forward as well.

New Business:

Sara Lurie shared correspondence she received about Section 298 language from Alan Bolter of CMHAM. The section of language most concerning to CEI and other CMHs states Medicaid Health Plans would be allowed to contract directly with any service provider, completely skirting the CMH in the pilot region. Sara noted that after a meeting with two Senators, Alan reported the language will not be removed, but may be changed to outline a public-private partner approach. Paul Palmer said he would like make a contact with State Senator Jones to make more of an impact on the subject, and stress the importance of CMHs. Sara said she would help to set up this meeting and invite board members to join.

Sara added that pilots will not be implemented on the date previously set; the deadline is now October, 2019.

Joe Brehler mentioned that the PIHP Lakeshore is in financial hardship, as well as at least two other PIHPs. MSHN believes that its fund balance needs to be raised to 7.5%, due to the possibility that that MSHN could face financial issues if it loses the aforementioned PIHPs. MSHN discussed imposing a tax to increase their fund balance. CEI is currently contributing 16%, which would result in millions of dollars taken from CEI's budget. Furthermore, if Saginaw leaves, because of the pilot, their contributions would be spread out among the remaining CMH's. This is an issue when negotiating because CEI only has two members on the MSHN board, and therefore little leverage when it comes to making a vote.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:58 p.m. The next regularly scheduled Finance Committee meeting is June 13th, 2018, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Darby Vermeulen
Finance Secretary