



Finance Committee Members:

Tim Hanna, Chairperson
Jeanne Pearl-Wright
Paula Yensen
Raul Gonzales
Dwight Washington
Ryan Sebolt

FINANCE COMMITTEE AGENDA

Wednesday, May 14th, 2025

5:30 p.m.

812 E. Jolly Rd, G11-C

Lansing, MI 48910

Join Zoom Meeting

<https://zoom.us/j/98547470124>

Meeting ID: 985 4747 0124

***Action Items**

- 1. Call to Order**
- 2. Previous Meeting Minutes – March 12th, 2025**
- 3. Adoption of Agenda**
- 4. Public Comment on Agenda Items**

BUSINESS ITEMS:

- *5. Expense Contract Amendment: Anikare Inc. – Drew Kersjes**
- *6. Expense Renewal Contract: Insight – Zix Licensing – Joanne Holland**
- *7. 812 E Jolly Road Parking Lot Replace Asphalt Paving, North Half
– John Peiffer**
- *8. New Expense Contract: Phillips Security – Card Readers – John Peiffer**
- *9. New Expense Contract: Phillips Security – CCTV Camera Security System
– John Peiffer**
- *10. Recommendation to Purchase of Building and Property – 5913 Executive Drive**

If you need accommodations in order to fully participate in this meeting, please call 517-346-8238. If, however, you are deaf/hard of hearing or deaf/blind, please call Michigan Relay Center, TTY/Voice by dialing 711 or 844-578-6563 and ask them to forward your message to the above number. Requests must be made no later than 48 hours prior to the meeting. This meeting is open to all members of the public under Michigan's Open Meetings Act.

– John Peiffer

- 11. FY2025 Q2 Update – Amy Rottman**
- 12. Unfinished Business**
- 13. New Business**
 - *a. Select Vice Chair for Finance Committee as of May 1, 2025**
 - *b. Select Date and Time for Finance Committee as of May 1, 2025**
- 14. Public Comment**
- 15. Adjournment**



FINANCE COMMITTEE
Meeting Minutes
Wednesday, April 9th, 5:30 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910

Committee Members Present:

Tim Hanna, Jeanne Pearl-Wright, Paula Yensen, Raul Gonzales, Dwight Washington

Committee Members Absent:

Excused.

Staff Present:

Shana Badgley, Jana Baylis, KC Brown, Aleshia Echols, Drew Kersjes, Joanne Holland, Sara Lurie, Sue Panetta

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Tim Hanna at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Paula Yensen and SUPPORTED by Raul Gonzales to approve the meeting minutes of March 12, 2025 as written.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Paula Yensen and SUPPORTED by Raul Gonzales to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

New Expense Contract: Trace 3

ACTION:

MOVED by Paula Yensen and **SUPPORTED** by Dwight Washington that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter Into a contract with Trace 3 for 171 hours of contracted work and pay a total of \$34,865.00. The expected start date of this project is mid-May with completion of the hours listed above within 2-4 weeks.

MOTION CARRIED unanimously.

Unfinished Business

None.

New Business:

Maner Costerisan FY24 Audit Review

William I. Tucker, IV, CPA distributed hard copies of the FY Ended September 30, 2024 Financial Statements and Single Audit Act Compliance, Audit Letter, and outline of the Audit Presentation, presenting the material in detail as well as fielding questions. Discussion ensued. After hearing the full report regarding the financial picture for FY24, board members commended Sue Panetta, Chief Financial Officer and her superb financial team as well as Sara Lurie, Chief Executive Officer and Directors on a job well done!

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Jeanne Pearl-Wright that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to accept the FY Ended September 30, 2024 Financial Statements.

MOTION CARRIED unanimously.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 5:57 p.m. The next regularly scheduled Finance Committee meeting is May 14, 2025, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Aleshia Echols

Executive Administrative Assistant



Agenda Item: Finance Committee
Agenda Item #F-5

Month, Year: May, 2025

Major Program: Community Services for the Developmentally Disabled
(CSDD)

Component Program: Residential

Agenda Item Title: Expense Contract Amendment: Anikare Inc.

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract amendment, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase Community Living Supports from Anikare Inc. for the retroactive period of March 24, 2025 through September 30, 2025.

The expense of this contract is reflected in CMHA-CEI's FY2025 budget. The revenue sources that support the contracts are Medicaid, Healthy Michigan Plan (HMP), Habilitative Supports Waiver (HSW), Medicaid Spend-down/Deductible, State General fund dollars and other Community Mental Health Services Programs (CMHSP) through County of Financial Responsibility (COFR) agreements, and local funding. The expense of the contract is reflected in the various contract residential line items of the AMHS and CSDD residential budgets. The contract will not affect CMHA-CEI's fund balance.

SUMMARY OF GOODS OR SERVICES REFERENCED IN THE CONTRACT/PROPOSAL:

Community Living Supports are provided by aides in the home or community setting to increase or maintain personal self-sufficiency, increase skills, build social skills and relationships, as well as participate in the community.

STAFF RECOMMENDATION:

Staff recommends that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

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 with Anikare Inc. to purchase Community Living Supports at the rates below for the retroactive period of March 24, 2025 through September 30, 2025.

Fee Schedule				
Service Description	Billing Code	Modifiers	Unit	Rate
Community Living Supports	H2015	UN/UP/UQ/ UR/US	15 Minute	\$9.12
Overnight Health and Safety	T2027	UN/UP/UQ/ UR/US	15 Minutes	\$9.12
Community Living Supports – 1:1 16 Hours Per Day*	H2015	UN/UP/UQ/ UR/US	15 Minute	\$15.41

For consumers that are not enrolled in the Habilitation Supports Waiver, modifier UJ must be used with H2015 for CLS provided during the consumer's usual sleep hours.

For consumers with the Habilitation Supports Waiver, T2027 must be reported during the consumer's usual sleep hours.



Agenda Item: Finance Committee
Agenda Item #F-6

Month, Year: May, 2025

Major Program: Information Services

Component Program: All

Agenda Item Title: Expense Renewal Contract: Insight – Zix Licensing

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew our existing Zix license and maintenance contract with Insight and pay \$31,904.24, covering June 1, 2025 through May 31, 2026.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2025 Budget. Because this is an indirect expense, all revenue sources support this contract. The expenses of this contract are reflected in the Maintenance line items of the Information Services (IS) budget. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

The security regulations of the Health Insurance Portability and Accountability Act (HIPAA) require that any consumer information emailed to parties outside of CMHA-CEI be encrypted. Since 2010, CMHA-CEI has used the Zix system to perform this function. It allows staff to encrypt email simply by putting the word "secure" anywhere in the subject line. It also scans all outgoing mail for the presence of protected health information, and automatically encrypts if detected.

STAFF RECOMMENDATION:

Staff recommends that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

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 Insight for \$31,904.24 and cover Zix usage from June 1, 2025 through May 31, 2026.



Agenda Item: Finance Committee
Agenda Item #F-7

Month, Year: May, 2025

Major Program: General Administration

Component Program: Property and Facilities

Agenda Item Title: 812 E Jolly Road Parking Lot Replace Asphalt Paving, North Half

SUMMARY OF CONTRACT/PROPOSAL:

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) is planning to replace the north half of the parking lot area with new asphalt at 812 East Jolly Road, Lansing Michigan. This asphalt work is being completed in order to replace and upgrade existing asphalt paving that is now 25 years old. Repaving will include improving the sub base to include compacted gravel per industry standards and best practices.

CMH-CEI Facilities staff are working with Wolverine Engineering company to oversee the work as we are recommending to enter into an expense contract with Tomco Asphalt, 3694 West Columbia Road Mason, Michigan 48854 for this project in the amount of \$303,727.25. All contractors associated with this project are to be paid at a prevailing wage.

The expense of these renovations will be allocated against the CMHA-CEI Ingham County Building Maintenance Fund in which CMHA-CEI will repay the amount in full to Ingham County at the completion of the project pending Ingham County Building Authority Project Approval.

The expenses of these renovations are reflected in CMHA-CEI's FY 2025 budget. The expense for renovations will not affect CMHA-CEI's fund balance.

STAFF RECOMMENDATION:

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI staff to enter into an expense contract with Tomco Asphalt, 3694 West Columbia Road Mason, Michigan 48854 for this asphalt project in the amount of \$303,727.25 to replace the north half of the parking lot area with new asphalt at 812 East Jolly Road Lansing, Michigan. This asphalt work is phase II of a three phase three-year project being completed in order to replace and upgrade existing asphalt paving that is now 25 years old. Repaving will include improving the sub base to include compacted gravel per industry standards and best practices.



Agenda Item: Finance Committee
Agenda Item #F-8

Month, Year: May, 2025

Major Program: General Administration

Component Program: Property and Facilities

Agenda Item Title: New Expense Contract: Phillips Security – Card Readers

SUMMARY OF CONTRACT/PROPOSAL:

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), as part of its owner's costs, is requesting to enter into an expense contract with Phillips Security, 1010 W. Hamilton Rd. Rochester Hills, Michigan 48309 in the amount of \$329,996.87 to install card readers, with all wiring, circuit boards and associated hardware and system programming and commissioning included so as to deliver it to CMHA CEI in ready to operate condition at the new Crisis Care Center, 2900 Stabler, Lansing Michigan 48910. This work will be completed in order to provide the needed on site Security Systems necessary to meet operational needs.

CMH-CEI Facilities Staff have recently completed an RFP process to obtain bids for this project. After review of the final bids, the recommendation is to award the bid for Security Systems Card Access to Phillips Security.

The expense of this contract will be allocated against CMHA CEI Grant dollars as approved and provided to support the CMHA-CEI owner's costs for the project.

The expense of this equipment purchase and installation is reflected in CMHA-CEI's FY 2025 budget. The expense will not affect CMHA-CEI's fund balance.

STAFF RECOMMENDATION:

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI staff to:

Enter into an expense contract with Phillips Security - 1010 W. Hamilton Rd. Rochester Hills, Michigan 48309 in the amount of \$329,996.87 to install card readers, all wiring, circuit boards and associated hardware and system programing and commissioning included so as to deliver it to CMHA-CEI in ready-to-operate condition at the new Crisis Care Center - 2900 Stabler Lansing, Michigan 48910. This work will be completed in order to provide the needed on site security systems necessary to meet operational needs.



Agenda Item: Finance Committee
Agenda Item #F-9

Month, Year: May, 2025

Major Program: General Administration

Component Program: Property and Facilities

Agenda Item Title: New Expense Contract: Phillips Security – CCTV Camera Security System

SUMMARY OF CONTRACT/PROPOSAL:

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), as part of its owner's costs, is requesting to enter into an expense contract with Phillips Security - 1010 W. Hamilton Rd. Rochester Hills, Michigan 48309, in the amount of \$233,495.93 to install CCTV Cameras, with all wiring, servers and associated mounting hardware and system programming and commissioning included so as to deliver it to CMHA-CEI in ready-to-operate condition at the new Crisis Care Center, 2900 Stabler Lansing, Michigan 48910. This work will be completed in order to provide the needed on site security systems necessary to meet operational needs.

CMH-CEI Facilities staff have recently completed an RFP process to obtain bids for this project. After review of the final bids, the recommendation is to award the bid for CCTV Cameras to Phillips Security.

The expense of this contract will be allocated against CMHA-CEI Grant dollars as approved and provided to support the CMHA-CEI owner's costs for the project.

The expense of this equipment purchase and installation is reflected in CMHA-CEI's FY 2025 budget. The expense will not affect CMHA-CEI's fund balance.

STAFF RECOMMENDATION:

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI staff to

enter into an expense contract with Phillips Security - 1010 W. Hamilton Rd. Rochester Hills, Michigan 48309 in the amount of \$233,495.93 to install CCTV Cameras, all wiring, servers and associated mounting hardware and system programing and commissioning included so as to deliver it to CMHA-CEI in ready-to-operate condition at the new Crisis Care Center - 2900 Stabler Lansing, Michigan 48910.



Agenda Item: Finance Committee
Walk-In

Month, Year: May, 2025

Major Program: All

Component Program: Property and Facilities, Finance

Agenda Item Title: Recommendation to Purchase of Building and Property –
5913 Executive Drive

SUMMARY OF CONTRACT/PROPOSAL:

Under this purchase of property recommendation, Community Mental Health Authority of Clinton, Eaton and Ingham Counties is recommending that we enter into negotiations to purchase the building and property located at 5913 Executive Drive Lansing, Michigan 48911 from LAG (Lafontaine Auto Group) Executive Drive LLC., a Michigan limited liability company of 4000 West Highland Road Highland, Michigan 48357 as seller for the amount estimated between \$3,200,000 and \$4,200,000. A formal buy/sell agreement will be negotiated by both parties which is contingent upon CMHA-CEI Board of Directors Approval.

About the building:

Year built: 1989

Condition: Good to excellent! Facility condition assessment will be completed prior to purchase. Very well maintained.

Square footage: 123,000 square feet

Prior owner: Jackson National Life Insurance

Parking: 370 Spaces / 18 tagged as handicap

Example of Value: If the final purchase price comes in at \$3,500,000 that is equal to \$28.46 per square foot.

Own vs lease Impacts:

By purchasing 5913 Executive Drive there is the potential to consolidate the following leases to CMHA-CEI Owned property:

3500 S Cedar Suite 116 (AMHS ACT Program) 5500 sq. ft. at \$4,466 / monthly rent.

5913 Executive Drive suite 200 (Families Forward) 15,000 sq. ft. at \$25,000 / monthly rent.

2316 S Cedar Street suite 205 (AMHS Housing and Residential) 3000 sq. ft. at \$4,222.50 / monthly rent.

405 Greenlawn suite 230 and 305 (ITRS and AMHS) 11626 sq. ft. at \$11,626 / monthly rent.

A total of 35,125 sq. ft. for a total amount of \$45,314.50 / monthly rent.

Those lease dollars can be reallocated toward the building operations at Executive Drive.

Other considerations:

Purchasing 5913 Executive Drive provides the needed space in order to manage our future growth as an agency for CMHA-CEI programs as part of completing our long term master planning project and positioning CMHA-CEI well into the next 5 years and beyond.

An additional Fact Sheet for the purchase of the building and property will be provided in June.

STAFF RECOMMENDATION:

Staff recommend that the Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

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 negotiations to purchase the building and property located at 5913 Executive Drive Lansing, Michigan 48911 from LAG (Lafontaine Auto Group) Executive Drive LLC., a Michigan limited liability company of 4000 West Highland Road Highland, Michigan 48357 as seller for the amount estimated between \$3,200,000 and \$4,200,000 and bring back the final sale price and purchase details in June for approval to proceed with the purchase.