



Finance Committee Members:

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

FINANCE COMMITTEE AGENDA

Wednesday, March 12th, 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. Adoption of Agenda**
- 3. Public Comment on Agenda Items**

BUSINESS ITEMS:

- *5. Expense Contract: Ricoh USA Inc., Copier Lease – John Peiffer**
- *6. Expense Contract Lease Renewal: 201 Railroad St. John's – John Peiffer**
- *7. Revenue Contract Lease Renewal: 1507 Jerome Street Lansing, Michigan – John Peiffer**
- *8. Expense Contract Renewal: LinkedIn Recruiter Subscription – Jana Baylis**
- *9. Expense Contract Renewal: Mirazon Group – Joanne Holland**
- *10. Expense Contract Renewal: Zoom – Joanne Holland**
- *11. Revenue Contract Renewal: 30th Circuit Court-Mental Health Court – Shana Badgley**

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.

- *12. Expense Contract Amendments: Therapeutic Overnight Camp Services
(Methodist Children's Home Society & The Indian Trails Camp, Inc.)
– Gwenda Summers**
- 13. FY2025 Q1 Financial Update – Amy Rottman**
- 14. Unfinished Business**
- 15. New Business**
- 16. Public Comment**
- 17. Adjournment**



Agenda Item: Finance Committee
Agenda Item #F-5

Month, Year: March, 2025

Major Program: General Administration

Component Program: All CMHA-CEI

Agenda Item Title: Expense Contract: Ricoh USA Inc., Copier Lease

SUMMARY OF CONTRACT/PROPOSAL:

Under this equipment lease agreement, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will lease new equipment, Ricoh Copiers, from RICOH USA, INC. located at 25800 Northwestern Hwy. Suite 950 Southfield, MI 48075 and pay \$6,099.69 per month for 60 months or \$73,196.28 annually.

This expense contract includes the replacement of 109 existing copy machines with new equipment providing color, print, copy, fax, and scan capabilities that replace the current machines and upgrade technology. A maintenance service agreement and toner replacement cartridges are also included in this contract. The term of this contract is April 1, 2025 through March 31, 2030.

Ricoh falls under the State of Michigan MIDeals program (purchasing group) making the price options of this contract more favorable than what other competitors can provide. The expense of this lease contract is reflected in CMHA-CEI FY 2025 budget. The revenue sources that support this contract are from the general fund. The purpose of this contract is to replace the existing fleet of copiers now six years old, at multiple CMHA-CEI locations with new copy machines and upgrade technology.

STAFF RECOMMENDATION:

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

The Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI staff to enter into a 60-month equipment lease expense contract agreement with RICOH USA, INC. located at 25800 Northwestern Hwy. Suite 950 Southfield, MI 48075 and pay

\$6,099.69 per month for 60 months or \$73,196.28 annually for five years ending on March 31, 2030, and receive 109 new Ricoh copy machines to be located at multiple CMHA-CEI locations.



Agenda Item: Finance Committee
Agenda Item #F-6

Month, Year: March, 2025

Major Program: Substance Abuse, Families Forward, Adult Mental Health Services

Component Program: Clinton County Counseling Center

Agenda Item Title: Expense Contract Lease Renewal: 201 Railroad St. John's

SUMMARY OF CONTRACT/PROPOSAL:

Under this lease renewal, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will continue to lease the property located at 201 Railroad, St. John's, containing 7,272 square feet, from Huntington Bank, 5555 Cleveland Ave. GW1097, Columbus, Ohio 43231 and pay the following lease rates for the next three years:

The rental rates for the period reflect a 2% annual increase per year per the renewal paragraph in the existing lease and those rates will be effective as follows:

Term	Monthly Rate	Annual Rate	Price Per Sq/Ft
5/1/25 – 4/30/26	\$6,810.29	\$81,723.48	\$11.24
5/1/26 – 4/30/27	\$6,946.50	\$83,358.00	\$11.46
5/1/27 – 4/30/28	\$7,085.43	\$85,025.16	\$11.69

This location supports the Clinton County Counseling Center and the consumers we serve in that region. The expense of this lease is reflected in CMHA-CEI's FY 2025 budget. The expense is reflected in the rent line item for each program. This contract 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 to continue to lease space at 201 Railroad St. John's, containing 7,272 square feet, from Huntington Bank 5555 Cleveland Ave. GW1097, Columbus, Ohio 43231 and pay the following lease rates for the next three years:

The rental rates for the period reflect a 2% annual increase per year per the renewal paragraph in the existing lease and those rates will be effective as follows:

Term	Monthly Rate	Annual Rate	Price Per Sq/Ft
5/1/25 – 4/30/26	\$6,810.29	\$81,723.48	\$11.24
5/1/26 – 4/30/27	\$6,946.50	\$83,358.00	\$11.46
5/1/27 – 4/30/28	\$7,085.43	\$85,025.16	\$11.69



Agenda Item: Finance Committee
Agenda Item #F-7

Month, Year: March, 2025

Major Program: Clinical Services for the Developmentally Disabled

Component Program: Group Home

Agenda Item Title: Revenue Contract Lease Renewal: 1507 Jerome Street Lansing, Michigan

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract lease renewal, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will lease the property at 1507 Jerome Street Lansing, Michigan to Theresa Biron for the period of May 1, 2025 through April 30, 2030 and receive the following as revenue:

Tenant Theresa Biron shall pay (CMHA-CEI) the sum of Twelve Thousand Seven Hundred Twenty Dollars (\$12,720) per year in equal monthly installments of One Thousand Sixty and 00/100 Dollars (\$1,060) during the term of this lease for a total of Sixty-Three Thousand Six Hundred and 00/100 Dollars (\$63,600) during the 60-month period. The use of this property is for the Jerome Street, also known as White Crane, group home, operated by Theresa Biron.

The rental rate is based on market value of the property and current rentals in the area.

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 as to renew the lease revenue contract of property at 1507 Jerome Street Lansing, Michigan to tenant Theresa Biron, whose address is 1507 Jerome Street Lansing, Michigan, for the period of May 1, 2025 through April 30, 2030 and receive the following as revenue:

Twelve Thousand Seven Hundred Twenty Dollars (\$12,720) per year in equal monthly installments of One Thousand Sixty and 00/100 Dollars (\$1,060) during the term of this lease for a total of Sixty-Three Thousand Six Hundred and 00/100 Dollars (\$63,600) during the 60-month period.



Agenda Item: Finance Committee
Agenda item #F-8

Month, Year: March, 2025

Major Program: General Administration

Component Program: Human Resources Department

Agenda Item Title: Expense Contract Renewal: LinkedIn Recruiter Subscription

SUMMARY OF CONTRACT/PROPOSAL:

Under this subscription, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew their LinkedIn Recruiter seat subscription. The agreement is with LinkedIn Corporation, Sunnyvale, CA, and pay \$44,070.00 for the period of two (2) years effective June 30, 2025 through June 30, 2027.

The LinkedIn Recruiter subscription is a two (2) year renewal agreement with annual payments. The total cost for the two-year agreement is \$44,070.00 with equal annual payments in the amount of \$22,035 due on June 30, 2025 and June 30, 2026. This renewal rate includes an annual increase in cost of \$2,730.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2025/26 budget. The revenue sources that support this contract are Medicaid, Healthy Michigan Plan (HMP), Habilitation Supports Waiver (HSW), Serious Emotional Disturbances Waiver (SEDW), Children's Waiver Program (CWP), Autism, Medicaid Spend-down/Deductible, State General fund dollars, Commercial Insurance, other Community Mental Health Services Programs (CMHSP) through County of Financial Responsibility (COFR) agreements, Grants/Contracts and Local Funding. The expenses of this contract are reflected in the Administrative Contracts line item of the Human Resources Department budget. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

LinkedIn provides CMHA-CEI with a LinkedIn Recruiter slot that allows the Recruiter to message passive candidates within the LinkedIn network on CMHA-CEI open positions that they may be a good fit for. This also includes five job posting slots that

are shown on the CMHA-CEI LinkedIn page and in LinkedIn search job queries. The job posting slots allow for changing of job postings at any time.

The LinkedIn Recruiter and Job Slots have been very beneficial to CMHA-CEI's recruitment initiative and we have been successful in hiring finding qualified candidates for clinical and administrative positions.

STAFF RECOMMENDATION:

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

The Finance Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into the subscription renewal with LinkedIn Corporation to provide the LinkedIn recruiter services the period of June 30, 2025 through June 30, 2027 and pay \$44,070.00 (divided into annual payments of \$22,035) for this recruitment package.



Agenda Item: Finance Committee
Agenda Item #F-9

Month, Year: March, 2025

Major Program: Information Services

Component Program: All

Agenda Item Title: Expense Contract Renewal: Mirazon Group

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew all Datacore license and maintenance contracts for one year from Mirazon Group and pay \$56,027.42 to cover the effective dates of April 1, 2025 to March 31, 2026.

The revenue and expense of this contract are reflected in CMHA-CEI's FY25 budget. Because this is an indirect expense, all revenue sources support this contract. The expenses of this contract are reflected in the contract maintenance line item of the information services budget. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

In 2011 a large disk storage device called a Storage Area Network (SAN) was purchased to serve as a meet CMHA-CEI's disk storage needs. This system was upgraded in spring 2015 from 45 Terabytes (TB) to approximately 130 TB, and relies on a software system called SANsymphony from Datacore to perform its storage operations.

The SAN allows CMHA-CEI to maintain several large servers, each of which can host 15-20 virtual servers. This technology working in concert has allowed CMHA-CEI to operate the approximately 500 virtual servers that are required to run CMHA-CEI systems, and also provides substantial redundancy to continue operations when various individual components fail. Using this technology, anchored by the SAN system, when one server fails, operations are automatically transferred to other servers.

These contracts maintain rights to the licenses that are used to operate the system and also provide software maintenance and upgrades over time.

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, Ingham Counties Board of Directors authorize CMHA-CEI to renew our DataCore license and maintenance through Mirazon Group from April 1, 2025 to March 31, 2026 and pay \$56,027.42 for that license and maintenance.



Agenda Item: Finance Committee
Agenda Item #F-10

Month, Year: March, 2025

Major Program: Information Services

Component Program: All

Agenda Item Title: Expense Contract Renewal: Zoom

SUMMARY OF CONTRACT/PROPOSAL:

Under this proposal, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will renew its licensed services portfolio with Zoom and pay \$42,216.56 for the period of March 28, 2025 through March 27, 2026.

The expenses 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 Contract Maintenance line item of the Information Services budget. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

CMHA-CEI has been utilizing Zoom and its products since the onset of the COVID-19 pandemic. It has been instrumental in providing secure video communication for staff, consumers, and the public. Zoom provides all CMHA-CEI staff with free accounts, which they can utilize for one on one meetings lasting up to 40 minutes. Meetings lasting longer than 40 minutes, large webinars, and phone services all require the purchase of a Zoom license.

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, Ingham Counties Board of Directors authorize CMHA-CEI to renew the

licenses from Zoom for the period of March 28, 2025 through March 27, 2026 and pay \$42,216.56.



Agenda Item: Finance Committee
Agenda #F-11

Month, Year: March, 2024

Major Program: Adult Mental Health Services (AMHS)

Component Program: Mental Health Court

Agenda Item Title: Revenue Contract Renewal: 30th Circuit Court-Mental Health Court

SUMMARY OF CONTRACT/PROPOSAL:

Under this revenue renewal contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will provide Assessment, Treatment Planning and Case Management Services to participants of the Mental Health Court. The Mental Health Court team will provide services to approximately 20-25 clients a year identified by the 30th Circuit Court in Lansing, MI. The grant will provide a total of \$98,890 for the retroactive period of October 1, 2024 through September 30, 2025. With that funding, CMHA-CEI provides positions consisting of the following:

1.0 FTE Mental Health Therapist
0.0125 FTE Psychiatrist

The program will be funded by a grant that the 30th Circuit Court was awarded by the State Court Administrators Office (SCAO) to continue a second Mental Health Court in Ingham County, focusing on individuals convicted of non-violent felonies. In kind costs will be provided by CMHA-CEI.

The revenues and expenses of this contract are reflected in the AMHS budget. The revenues will be reflected in the Ingham County 30th District Court revenue line and are state funds. The expenses will be reflected in multiple lines in the Mental Health Ingham 30th GC cost center. This contract does not cover the administrative costs incurred within

the operation of this program. Administrative costs are excluded by the SCAO for coverage by the grant; these costs are covered using GF or local funding. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN

CONTRACT/PROPOSAL:

CMHA-CEI will provide Assessment, Treatment Planning and Case Management Services to the participants of the Mental Health Court. The Mental Health Court will be expanded using a model that meets the Ten Essential Elements of a Mental Health Court. The participants of the Mental Health Court will have a primary diagnosis of Severe Mental Illness, Developmental Disability or a Co-Occurring Disorder.

STAFF RECOMMENDATION:

Staff recommends that the Finance Committee 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 renewal contract with the 30th Circuit Court to provide the clinical team for the Mental Health Court in Ingham County for the retroactive period of October 1, 2024 through September 30, 2025 and receive \$98,890.



Agenda Item: Finance Committee
Agenda Item #F-12

Month, Year: March, 2025

Major Program: Families Forward

Component Program: Wraparound

Agenda Item Title: Expense Contract Amendments: Therapeutic Overnight Camp Services (Methodist Children's Home Society & The Indian Trails Camp, Inc.)

SUMMARY OF CONTRACT/PROPOSAL:

Under these contract amendments, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase therapeutic overnight camp services for children on the Serious Emotional Disturbances Waiver (SEDW), from camps currently contracted with CMHA-CEI for respite camp, at the rates identified below. These contract amendments are for the period of March 1, 2025 through September 30, 2025. Each waiver-eligible child can attend up to \$4,200 (max of three sessions per year up to \$1,400 each session) of camp sessions per fiscal year, which is reimbursable through the SEDW program.

The revenue and expense of these contracts are reflected in CMHA-CEI's FY 2025 budget. The revenue sources that support these contracts are Medicaid and the State Plan. The expenses of these contracts are reflected in the contract client line item of the SEDW. This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

Therapeutic Overnight Camp services are provided by camps licensed through the State of Michigan. This service is part of the enhanced SED Waiver services and aims to supplement and support treatment plan goals.

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 contract amendments with the Methodist Children's Home Society and The Indian Trails Camp, Inc. to purchase therapeutic overnight camp services, from camps currently contracted with CMHA-CEI for respite camp, indicated at the rates below for the period of March 1, 2025 through September 30, 2025.

Methodist Children's Home Society (The Fowler Center for Outdoor Learning) 26645 W. Six Mile Rd., Redford, MI 48240		
Service Description	Unit	Rate
T2036 Respite Care Camp Overnight Waiver Youth Respite (2 Nights/3 Days, ages 6-17)	Per Session	\$495.00 Per Session
T2036 Respite Care Camp Overnight Waiver Horseback Riding Camp (5 Nights/6 Days ages 18+)	Per Session	\$1,180.00 Per Session
T2036 Respite Care Camp Overnight Waiver Camp Barefoot (5 Nights/6 Days ages 18+)	Per Session	\$1,120.00 Per Session
T2036 Respite Care Camp Overnight Waiver Sessions 1, 2, 3, 4, 5, 7,8 & 9 (5 Nights/6 Days 18+)	Per Session	\$1,120.00 Per Session
T2036 Respite Care Camp Overnight Waiver Session 6 (5 Nights/6 Days ages 6-17)	Per Session	\$1,120.00 Per Session
T2036 Respite Care Camp Overnight Waiver Outpost A (5 Nights/6 Days ages 18+)	Per Session	\$1,120.00 Per Session
T2036 Respite Care Camp Overnight Waiver Outpost C (5 Nights/6 Days ages13-17)	Per Session	\$1,120.00 Per Session
T2036 Respite Care Camp Overnight Waiver Outpost D (5 Nights/6 Days ages 18+)	Per Session	Up to \$1,400.00 Per Session Per Session
The Indian Trails Camp, Inc. DBA IKUS Life Enrichment Services 0-1859 Lake Michigan Dr. NW, Grand Rapids, MI 49534		
Service Description	Unit	Rate
T2036 Respite Care Camp Overnight Waiver/Session L1 Weekend Respite (2 Nights/3 Days)	Per Session	\$380.00 Per Session

T2036 Respite Care Camp Overnight Waiver/Session L2 Weekend Respite (2 Nights/3 Days)	Per Session	\$540.00 Per Session
T2036 Respite Care Camp Overnight Waiver/Session L3 Weekend Respite (2 Nights/3 Days)	Per Session	\$740.00 Per Session
T2036 Respite Care Camp Overnight Waiver/Session L1 Summer Camp (5 Nights/6 Days)	Per Session	\$950.00 Per Session
T2036 Respite Care Camp Overnight Waiver/Session L2 Summer Camp (5 Nights/6 Days)	Per Session	\$1,350.00 Per Session
T2036 Respite Care Camp Overnight Waiver/Session L3 Summer Camp (5 Nights/6 Days)	Per Session	\$1,400.00 Per Session

*Max of 3 sessions per year, up to \$1,400 per session.