



**FINANCE COMMITTEE**  
**March 21, 2014 – 8 a.m.**  
**Mental Health Center – Board Room**

**Committee Chair: John Snider**  
**Committee Vice-Chair: Janet Thomas**

**AGENDA**

**Disposition**

- |   |             |
|---|-------------|
| 1. Call to Order  | Quorum      |
| 2. Approval of Minutes of February 21, 2014<br>(Previously Forwarded)                                       |             |
| 3. Items for Consideration  |             |
| A. Approval of Expenditures for February 2014<br>(Attachment #1)  | Action      |
| B. Interim Analysis of Expenditures<br>(Attachment #2)  | Information |
| C. Interim Analysis of Revenues<br>(Attachment #3)  | Information |
| D. Interim Balance Sheets of February 2014<br>(Attachment #4)   | Information |
| E. CMH Expenditures Financial Statement<br>(Attachment #5)  | Information |
| F. Finance Update – Interest Earnings, Public Act 423,<br>Fees & State Inpatient Summary<br>(Attachment #6) | Information |
| G. Budget Variance Analysis Report<br>(Attachment #7)   | Information |
| H. Year End Projection Trends<br>(Attachment #8)  | Information |
| I. Medicaid Eligibles Report<br>(Attachment #9)   | Information |
| J. Approval of New Fee Rates Effective May 01, 2014<br>(Attachment #10)                                     | Action      |

- |   |        |
|---|--------|
| K. Approval to Contract with Dr. Ronald Kidder, PhD<br>(Attachment #11) | Action |
| L. Approval to Purchase Three Additional Vehicles<br>(Attachment #12)   | Action |

4. Old Business
5. New Business
6. Communications
7. Director's Comments
8. Audience Participation
9. Adjournment

/jv<sup>2</sup>

## REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b> X	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Administration	<b>REQUEST DATE</b> March 21, 2014		<b>REQUESTOR SIGNATURE</b> Thomas A. Best, CFO
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<p>Expenditures for the month of February 2014 totaled \$4,153,321.76. Some unusual expenditures for the month include amounts of \$2,795.00 to Henry Schein for three lead battery work stations; \$1,989.06 to Kent Record Management for storage; \$5,903.34 to Revel for Marketing; \$5,083.48 to Southern Computer Warehouse for an Elite Notebook and two HP computers; \$5,373.47 to Sietsema Floor Covering for carpet and vinyl replacement at Lilac and Marcoux homes; \$1,493.00 to Taylor Office furniture for conference tables; \$19,005.00 to State of Michigan for the Brookhaven contract and DHS contract for DHS in-house workers; \$1,289.50 to William Hughes Law Office PLLC for corporate compliance services; \$1,617.00 to BMC Software for Track It program license; and \$2,550.00 to Brett Michael Whalen for wall repair and door installation.</p>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
I move to approve expenditures for the month ending February 28, 2014, in the total amount of \$4,153,321.76.			
<b>COMMITTEE DATE</b>	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b>	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		

**COMMUNITY MENTAL HEALTH  
INTERIM ANALYSIS OF EXPENDITURES  
February 28, 2014**

	APPROVED BUDGET	Y - T - D EXPENDITURES	Y - T - D UNEXPENDED	% OF BUDGET UNDER (OVER)
1 DD Skill Building	\$ 3,314,861	\$ 1,254,899	\$ 2,059,962	3.8%
2 DD Clinic	939,290	79,795	859,495	33.2
3 Vocational Services	478,188	168,810	309,378	6.4
4 Clubhouse	501,281	194,431	306,850	2.9
Subtotal Skill Building	5,233,620	1,697,936	3,535,684	10.6
5 DD Supports Coordination	2,779,861	1,212,028	1,567,833	(1.9)
6 MI Adult Supports Coordination	3,102,756	1,109,446	1,993,310	5.9
7 Intensive Case Management	759,211	260,669	498,542	7.3
Subtotal Supports Coord.	6,641,828	2,582,143	4,059,685	3.8
8 Youth Community Based Services	249,944	78,674	171,270	10.2
9 Autism Program	421,039	242,022	179,017	(15.8)
10 MI Outpatient	3,204,559	801,773	2,402,786	16.6
11 Transition Age Team	359,416	165,927	193,489	(4.5)
12 Nursing	789,750	403,857	385,893	(9.5)
13 Psychiatry	-	161,527	(161,527)	NA
14 ACT	1,695,670	538,154	1,157,516	9.9
15 Home Based	830,431	374,580	455,851	(3.4)
16 Integrated Health	99,060	34,515	64,545	6.8
17 Infant Mental Health HomeBased Tea	525,331	116,961	408,370	19.4
18 DD Outpatient	1,149,850	353,522	796,328	10.9
19 Intake/Crisis Intervention	1,182,869	412,336	770,533	6.8
Subtotal Clinic Services	10,507,919	3,683,848	6,824,071	4.3
20 Kenneth L. Brinks Facility	1,990,332	692,798	1,297,534	6.9
21 Indian Bay	789,858	307,871	481,987	2.7
22 Children's Waiver	173,100	34,722	138,378	21.6
Subtotal Residential	2,953,290	1,035,391	1,917,899	10.4
23 Wraparound Services	247,268	99,508	147,760	1.4
24 Community Recovery Services	44,400	-	44,400	41.7
25 Court Collaboration	571,352	184,802	386,550	9.3
26 SED Waiver	97,530	-	97,530	41.7
27 Integrated Health #2	140,000	43,781	96,219	10.4
28 CMH Primary Care Integration Proj.	18,000	-	18,000	41.7
29 HUD Supportive Housing Grant	102,000	51,083	50,917	(8.4)
30 HUD Supportive Housing Grant #2	16,275	7,738	8,537	(5.9)
31 MC3 Program	34,125	-	34,125	41.7
32 Center for Positive Living Supports	89,992	41,041	48,951	(3.9)
33 HUD Supportive Housing Grant #3	22,225	10,512	11,713	(5.6)
34 HUD Supportive Housing Grant #4	20,925	10,395	10,530	(8.0)
35 Mental Health First Aid Training	-	1,425	(1,425)	NA
36 Homeless Project	166,033	52,340	113,693	10.1
Subtotal Other	1,570,125	502,624	1,067,501	12.8
37 Clerical Services	-	109,206	(109,206)	NA

COMMUNITY MENTAL HEALTH  
INTERIM ANALYSIS OF EXPENDITURES  
February 28, 2014

	APPROVED BUDGET	Y - T - D EXPENDITURES	Y - T - D UNEXPENDED	% OF BUDGET UNDER (OVER)
38 Lakeshore Behavioral Health Allianc	7,877,469	8,317,739	(440,270)	(5.6)
39 Inpatient-MI Adult	1,348,750	801,065	547,685	(17.7)
40 Inpatient-MI Child	288,700	64,195	224,505	19.4
41 HRA Adjuster	424,100	383,971	40,129	9.5
42 MI Adult Vocational Services	219,675	57,605	162,070	15.4
43 DD Vocational Services	2,321,100	775,647	1,545,453	8.2
44 DD In Home Support Services	1,645,625	726,789	918,836	(2.5)
45 Consumer Run Program	109,365	45,569	63,796	0.0
46 DD Respite	743,625	244,432	499,193	8.8
47 Health Services	343,650	122,428	221,222	6.0
48 MI Child Respite	44,025	9,362	34,663	20.4
49 MI Adult Partial Hospitalization	15,275	22,167	(6,892)	(103.5)
50 MI Child Residential	156,225	675	155,550	41.2
51 DD Residential	12,972,647	4,374,793	8,597,854	7.9
52 MI Adult Residential	2,973,789	1,244,106	1,729,683	(0.2)
53 State Inpatient	1,630,090	-	1,630,090	41.7
54 Utilization Management	453,547	145,114	308,433	9.7
55 Network Development	236,612	74,264	162,348	10.3
56 IS Management	569,265	176,484	392,781	10.7
57 QI & Training	262,698	92,635	170,063	6.4
58 Managed Care Administration	1,930,192	862,762	1,067,430	(3.0)
59 Managed Care Finance	529,904	210,930	318,974	1.9
60 Customer Services	352,703	108,621	244,082	10.9
	<u>37,449,031</u>	<u>18,861,354</u>	<u>18,587,677</u>	<u>4.2</u>
Subtotal	64,355,813	28,472,502	35,883,311	6.6
61 State Facility -Local Match	<u>170,243</u>	<u>70,935</u>	<u>99,308</u>	<u>0.0</u>
Grand Total	<u>\$ 64,526,056</u>	<u>\$ 28,543,437</u>	<u>\$ 35,982,619</u>	<u>6.6</u>

**COMMUNITY MENTAL HEALTH  
INTERIM ANALYSIS OF REVENUES  
February 28, 2014**

	APPROVED BUDGET	Y - T - D AMOUNT EARNED	Y - T - D AMOUNT REC'D	ADJUSTMENTS SHORT (OVER)
1 DD Skill Building	\$ 3,314,861	\$ 1,254,899	\$ 1,306,882	\$ (51,983)
2 DD Clinic	939,290	79,795	0	79,795
3 Vocational Services	478,188	168,810	531,254	(362,443)
4 Clubhouse	501,281	194,431	328,113	(133,682)
Subtotal Skill Building	<u>5,233,620</u>	<u>1,697,936</u>	<u>2,166,249</u>	<u>(468,313)</u>
5 DD Supports Coordination	2,779,861	1,212,028	1,601,465	(389,437)
6 MI Adult Supports Coordination	3,102,756	1,109,446	1,223,826	(114,380)
7 Intensive Case Management	759,211	260,669	347,554	(86,885)
Subtotal Supports Coord.	<u>6,641,828</u>	<u>2,582,143</u>	<u>3,172,845</u>	<u>(590,702)</u>
8 Youth Community Based Services	249,944	78,674	13,020	65,654
9 Autism Program	421,039	242,022	60,313	181,709
10 MI Outpatient	3,204,559	801,773	816,822	(15,049)
11 Transition Age Team	359,416	165,927	157,872	8,055
12 Nursing	789,750	403,857	309,379	94,478
13 Psychiatry	-	161,527	-	161,527
14 ACT	1,695,670	538,154	455,240	82,913
15 Home Based	830,431	374,580	468,049	(93,469)
16 Integrated Health	99,060	34,515	18,318	16,198
17 Infant Mental Health HomeBased Team	525,331	116,961	189,098	(72,138)
18 DD Outpatient	1,149,850	353,522	273,412	80,111
19 Intake/Crisis Intervention	1,182,869	412,336	408,832	3,505
Subtotal Clinic Services	<u>10,507,919</u>	<u>3,683,848</u>	<u>3,170,355</u>	<u>513,493</u>
20 Kenneth L. Brinks Facility	1,990,332	692,798	401,788	291,010
21 Indian Bay	789,858	307,871	349,875	(42,004)
22 Children's Waiver	173,100	34,722	45,070	(10,348)
Subtotal Residential	<u>2,953,290</u>	<u>1,035,391</u>	<u>796,734</u>	<u>238,658</u>
23 Wraparound Services	247,268	99,508	115,540	(16,033)
24 Community Recovery Services	44,400	-	1,850	(1,850)
25 Court Collaboration	571,352	184,802	159,555	25,246
26 SED Waiver	97,530	-	-	-
27 Integrated Health #2	140,000	43,781	23,872	19,909
28 CMH Primary Care Integration Proj.	18,000	-	750	(750)
29 HUD Supportive Housing Grant	102,000	51,083	55,979	(4,896)
30 HUD Supportive Housing Grant #2	16,275	7,738	7,120	618
31 MC3 Program	34,125	-	-	-
32 Center for Positive Living Supports	89,992	41,041	-	41,041
33 HUD Supportive Housing Grant #3	22,225	10,512	7,008	3,504
34 HUD Supportive Housing Grant #4	20,925	10,395	9,044	1,351
35 Mental Health First Aid Training	-	1,425	-	1,425
36 Homeless Project	166,033	52,340	37,081	15,259
Subtotal Other	<u>1,570,125</u>	<u>502,624</u>	<u>417,800</u>	<u>84,824</u>
37 Clerical Services	-	109,206	-	109,206

COMMUNITY MENTAL HEALTH  
INTERIM ANALYSIS OF REVENUES  
February 28, 2014

	APPROVED BUDGET	Y - T - D AMOUNT EARNED	Y - T - D AMOUNT REC'D	ADJUSTMENTS SHORT (OVER)
38 Lakeshore Behavioral Health Alliance	7,877,469	8,317,739	8,317,739	0
39 Inpatient-MI Adult	1,348,750	801,065	815,644	(14,579)
40 Inpatient-MI Child	288,700	64,195	79,830	(15,635)
41 HRA Adjuster	424,100	383,971	383,971	-
42 MI Adult Vocational Services	219,675	57,605	57,316	289
43 DD Vocational Services	2,321,100	775,647	773,600	2,047
44 DD In Home Support Services	1,645,625	726,789	712,403	14,386
45 Consumer Run Program	109,365	45,569	29,394	16,174
46 DD Respite	743,625	244,432	158,847	85,585
47 Health Services	343,650	122,428	125,277	(2,849)
48 MI Child Respite	44,025	9,362	9,398	(35)
49 MI Adult Partial Hospitalization	15,275	22,167	22,347	(180)
50 MI Child Residential	156,225	675	6,757	(6,082)
51 DD Residential	12,972,647	4,374,793	4,408,862	(34,069)
52 MI Adult Residential	2,973,789	1,244,106	1,252,868	(8,762)
53 State Inpatient	1,630,090	-	621,050	(621,050)
54 Utilization Management	-	145,114	-	145,114
55 Network Development	-	74,264	-	74,264
56 IS Management	-	176,484	-	176,484
57 QI & Training	-	92,635	-	92,635
58 Managed Care Administration	4,334,921	862,762	1,986,929	(1,124,167)
59 Managed Care Finance	-	210,930	-	210,930
60 Customer Services	-	108,621	-	108,621
	<u>37,449,031</u>	<u>18,861,354</u>	<u>19,762,233</u>	<u>(900,879)</u>
Subtotal	64,355,813	28,472,502	29,486,216	(1,013,714)
61 State Facility -Local Match	<u>170,243</u>	<u>70,935</u>	<u>70,935</u>	<u>0</u>
Grand Total	<u>\$ 64,526,056</u>	<u>\$ 28,543,437</u>	<u>\$ 29,557,151</u>	<u>\$ (1,013,714)</u>

## CASH BALANCES IN THE THREE FUNDS FOR FY 2014

	<b>MENTAL HEALTH</b>	<b>INTERNAL SERVICE</b>	<b>CMH CLIENT</b>	<b>TOTAL ALL</b>
FEBRUARY, 2013	\$7,592,461	\$3,558,226	\$454,926	<b>\$11,605,613</b>
MARCH, 2013	\$7,061,447	\$3,558,368	\$449,304	<b>\$11,069,119</b>
APRIL, 2013	\$6,865,340	\$3,558,524	\$300,042	<b>\$10,723,906</b>
MAY, 2013	\$6,739,535	\$3,558,675	\$308,180	<b>\$10,606,390</b>
JUNE, 2013	\$7,013,992	\$3,558,811	\$300,842	<b>\$10,873,645</b>
JULY, 2013	\$6,737,111	\$3,558,972	\$293,501	<b>\$10,589,584</b>
AUGUST, 2013	\$5,604,103	\$3,559,118	\$293,905	<b>\$9,457,126</b>
SEPT.-PRELIM., 2013	\$5,766,587	\$3,559,270	\$291,175	<b>\$9,617,032</b>
SEPT.-FINAL, 2013	\$6,482,940	\$3,559,270	\$287,887	<b>\$10,330,097</b>
OCTOBER, 2013	\$6,570,738	\$3,559,421	\$284,675	<b>\$10,414,833</b>
NOVEMBER, 2013	\$6,432,615	\$3,559,562	\$292,507	<b>\$10,284,684</b>
DECEMBER, 2013	\$8,897,362	\$3,559,718	\$290,399	<b>\$12,747,479</b>
JANUARY, 2014	\$4,995,132	\$1,727,862	\$289,524	<b>\$7,012,518</b>
FEBRUARY, 2014	\$4,493,128	\$1,727,928	\$281,825	<b>\$6,502,881</b>

14-Mar-14 TB (Cash Balances in the Different Funds)



**COMMUNITY MENTAL HEALTH  
INTERIM BALANCE SHEET 2220  
MENTAL HEALTH  
February 28, 2014**

**ASSETS**

	THIS YEAR	LAST YEAR
Cash	\$ 4,488,120.73	\$ 7,580,091.91
Imprest Cash	5,300.00	5,300.00
Accounts Receivable-General	(640.17)	32,690.79
Accounts Receivable-Accruals	530,569.25	179,266.53
Interest Receivable	15,242.77	12,094.21
Due From Other Funds	340,403.73	317,746.00
Prepaid Expenses	116,891.70	139,645.47
Asset Sale Proceeds Clearing Account	(5,555.11)	-
Due From State	158,857.24	-
<b>Total Assets</b>	<b><u>\$ 5,649,190.14</u></b>	<b><u>\$ 8,266,834.91</u></b>

**LIABILITIES AND EQUITY**

Accounts Payable	\$ 97,262.82	\$ 536,751.40
Deferred Revenue	517,846.66	1,828,727.07
Due to Ottawa County	150,388.75	-
Undistributed Receipts	(268,586.65)	3,680.45
Prior year due to State	856,741.00	2,319,519.49
HAB Supports Waiver	919,953.57	894,151.30
State Advance	550,361.01	(339,724.73)
Capitation Medicaid	1,360,347.04	1,640,871.43
Adult Benefit Waiver	(130,955.50)	67,762.57
Medicaid - B3 Services	371,640.23	105,358.28
MI Child	15,184.04	5,233.74
Due to Public Act 423	90,877.11	86,373.85
Donations - Lilac St	50,000.00	50,000.00
Fund Balance**	\$1,068,130.06	1,068,130.06
<b>Total Liabilities and Equity</b>	<b><u>\$ 5,649,190.14</u></b>	<b><u>\$ 8,266,834.91</u></b>

Fund Balance at beginning of year	495,867.48	-
Adult Benefit Waiver Reserve	572,262.58	1,053,770.78
MICHILD Reserve	-	14,359.28
**Total Fund Balance	<u>1,068,130.06</u>	<u>1,068,130.06</u>
Current period profit/(loss)	-	-
<b>Fund Balance at end of period</b>	<b><u>\$ 1,068,130.06</u></b>	<b><u>\$ 1,068,130.06</u></b>

**Transferred to County Equipment Revolving Account for:**

Mental Health Center Building (6660-0000-349220)	\$2,355,484.30	\$2,294,372.39
Future Equipment Purchases (6660-0000-349222)	\$179,191.20	\$500,000.00

**COMMUNITY MENTAL HEALTH**  
**INTERIM BALANCE SHEET 6772**  
**CMH ISF FUND**  
**February 28, 2014**


ASSETS	THIS YEAR	LAST YEAR
Cash	\$ 1,727,928.15	\$ 3,558,226.36
<b>Total Assets</b>	<u>\$ 1,727,928.15</u>	<u>\$ 3,558,226.36</u>
<b>LIABILITIES AND EQUITY</b>		
Accounts Payable	\$ -	\$ -
Deferred Revenue	(1,828,595.02)	1,703.19
Fund Balance **	3,556,523.17	3,556,523.17
	<u>\$ 1,727,928.15</u>	<u>\$ 3,558,226.36</u>
Retained Earnings	\$ 49,416.58	\$ -
Medicaid Reserve	3,507,106.59	3,556,523.17
<b>**Total Fund Balance</b>	<u>\$ 3,556,523.17</u>	<u>\$ 3,556,523.17</u>

**COMMUNITY MENTAL HEALTH**  
**INTERIM BALANCE SHEET 7930**  
**CMH CLIENT FUNDS**  
 February 28, 2014

ASSETS	THIS YEAR	LAST YEAR
Cash	\$ 281,824.88	\$ 455,120.90
Imprest Cash	\$ 1,500.00	\$ 1,500.00
Due From Other Funds	\$ (3,276.09)	\$ 3,276.09
Total Assets	<u>\$ 280,048.79</u>	<u>\$ 459,896.99</u>
<b>LIABILITIES AND EQUITY</b>		
Accounts Payable	\$ -	\$ 164,116.21
Interest Payable	\$ 20.36	\$ -
Undistributed Receipts	280,214.43	295,780.78
Refund Payable from Overpayments	(186.00)	-
	<u>\$ 280,048.79</u>	<u>\$ 459,896.99</u>

**COMMUNITY MENTAL HEALTH SERVICES OF MUSKEGON COUNTY**

**MEMORANDUM**

**DATE:** March 21, 2014  
**TO:** CMH Board Members  
**FROM:** Thomas Best – Chief Financial Officer   
**SUBJECT:** CMHS Expenditure Report

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Attached is the expenditure report compared to the Budget for FY2014. This is based on the budget approved by the CMH Board during the month of August 2013. As you can see, expenditures are under the budget to date. The following is a brief explanation of the main variances.

- B. COMMUNITY RECOVERY SERVICES AND SUPPORT – Supplies and contractual services costs less than anticipated.
- C. COURT COLLABORATION – Salary and fringe costs less than anticipated. Staff budgeted in this program actually working in other programs.
- D. SED WAIVER – Salary and fringe costs less than anticipated. Staff budgeted in this program actually working in other programs.
- F. CMH PRIMARY CARE INTEGRATION PROJECT – Equipment under \$5,000 and contractual services costs less than anticipated.
- I. MC3 PROGRAM – Contractual services costs less than anticipated.
- N. MI ADULT INPATIENT – Expected deficit for MI Adult Inpatient placements through the month of February.
- O. MI CHILD INPATIENT – Expected savings for MI Child Inpatient through the month of February.
- Q. DD SKILL BUILDING – Salary and fringe, equipment under \$5000, contractual services, liability insurances, building repairs and maintenance, and software costs less than anticipated. Staff budgeted in this program actually working in other programs.
- R. DD CLINIC – Staff budgeted in this program actually working in other programs.
- S. VOCATIONAL SERVICES – Salary and fringe costs less than anticipated.
- U. DD SUPPORTS COORDINATION – Salary and fringe, equipment under \$5,000, contractual services, liability insurances, building repairs and maintenance, building rental, building and equipment rent revolving, and software costs less than anticipated.
- W. INTENSIVE CASE MANAGEMENT – Salary and fringe, contractual services, building repairs and maintenance, building rental and vehicle lease costs less than anticipated.
- X. MI ADULT VOCATIONAL SERVICES – Contractual services costs for MI Adult Skill Building and transportation less than anticipated.

- Y. DD VOCATIONAL SERVICES – Contractual services for DD skill building, supported employment, work enclave, and transportation underspent through the month of January.
- Z. IN HOME SUPPORT SERVICES – Contractual services for MI and DD Community Living Support, and CLS Leisure Participation overspent through the month of February.
- BB. DD RESPITE – Contractual services costs for respite sitter and medical respite less than anticipated.
- EE. YOUTH COMMUNITY BASED SERVICES – Salary and fringe, building repairs and maintenance, and building rental costs less than anticipated. Staff budgeted in this program actually working in other programs.
- FF. AUTISM PROGRAM – Supplies, equipment under \$5,000, and contractual services costs higher than anticipated.
- GG. MI OUTPATIENT – Salary and fringe, contractual services, telephone, building repairs and maintenance, building rental and software costs less than anticipated. Staff budgeted in this program actually working in other programs.
- HH. TRANSITION AGE TEAM – Salary and fringe, and gas, oil, grease, etc. costs higher than anticipated. Staff budgeted in other programs actually working in this program.
- JJ. PSYCHIATRY – Contracted psychiatric services costs less than anticipated.
- KK. ACT – Salary and fringe, gas oil grease etc., telephone, liability insurances, vehicle lease, and software costs less than anticipated. Staff budgeted in this program actually working in other programs.
- LL. HOME BASED – Gas, oil, grease, etc., contractual services, staff travel, and building rental costs higher than anticipated. Staff budgeted in other programs actually working in this program.
- OO. INFANT MENTAL HEALTH HOME BASED TEAM – Salary and fringe, building repairs and maintenance, and building rental costs less than anticipated.
- PP. DD OUTPATIENT – Salary and fringe, and contractual services costs less than anticipated.
- QQ. INTAKE/CRISES INTERVENTION – Salary and fringe, and contractual services costs less than anticipated.
- RR. MI ADULT PARTIAL HOSPITALIZATION – Expected deficit for MI Adult Partial Hospitalization through the month of February.
- SS. KENNETH L. BRINKS FACILITY – Salary and fringe, food, liability insurances, and software costs less than anticipated. Staff budgeted in this program actually working in other programs.
- VV. MI CHILD RESIDENTIAL – Contractual services for MI Child residential placements underspent through the month of February.
- WW. DD RESIDENTIAL – Other specialized residential homes costs higher than anticipated.
- XX. MI ADULT RESIDENTIAL – Contractual services for MI Adult Residential Placements costs higher than anticipated.

- YY. CLERICAL SERVICES – Salary and fringe, equipment under \$5000, contractual services, telephone, liability insurances, and software costs less than anticipated.
- ZZ. STATE INPATIENT – Expected savings for State Inpatient through the month of February.
- AAA. UTILIZATION MANAGEMENT – Salary and fringe costs less than anticipated. Staff budgeted in this program actually working in other programs.
- BBB. NETWORK DEVELOPMENT – Salary and fringe costs less than anticipated.
- GGG. CUSTOMER SERVICES – Salary and fringe costs less than anticipated.

TB/jvv

BUDGET COMPARISON SUMMARY REPORT

FOR PERIOD ENDING 2/28/14

DEPARTMENT NAME	ANNUAL BUDGET	AVERAGE MONTHLY BUDGET	CURRENT MONTH EXPENDITURES	CURRENT YEAR-TO-DATE BUDGET	EXPENDITURES TO DATE	YEAR-TO-DATE VARIANCES
A. WRAPAROUND SERVICES	\$247,268	\$20,606	\$20,193	\$103,030	\$99,508	\$3,522
B. COMMUNITY RECOVERY SERVICES & SUPPORT	\$44,400	\$3,700	\$0	\$18,500	\$0	\$18,500
C. COURT COLLABORATION	\$571,352	\$47,613	\$38,667	\$238,065	\$184,802	\$53,263
D. SED WAIVER	\$97,630	\$8,128	\$0	\$40,640	\$0	\$40,640
E. INTEGRATED HEALTH #2	\$140,000	\$11,667	\$14,440	\$58,335	\$43,781	\$14,554
F. CMH PRIMARY CARE INTERGRATION PROJECT	\$18,000	\$1,500	\$0	\$7,500	\$0	\$7,500
G. HUD SUPPORTED HOUSING GRANT	\$102,000	\$8,500	\$8,075	\$42,500	\$51,083	(\$8,583)
H. HUD SUPPORTED HOUSING GRANT #2	\$16,275	\$1,356	\$1,344	\$6,780	\$7,738	(\$958)
I. MCS PROGRAM	\$34,125	\$2,844	(\$75)	\$14,220	\$0	\$14,220
J. CENTER FOR POSITIVE LIVING SUPPORTS	\$89,992	\$7,499	\$8,943	\$37,495	\$41,041	(\$3,546)
K. HUD SUPPORTED HOUSING GRANT #4	\$20,925	\$1,744	\$1,727	\$8,720	\$10,395	(\$1,675)
L. HUD SUPPORTED HOUSING GRANT #3	\$22,225	\$1,852	\$1,752	\$9,260	\$10,512	(\$1,252)
M. LAKESHORE BEHAVIORAL HEALTH ALLIANCE	\$7,877,469	\$656,456	(\$75,162)	\$7,877,469	\$8,317,739	(\$440,270)
N. MENTAL HEALTH FIRST AID TRAINING	\$0	\$0	\$1,425	\$0	\$1,425	(\$1,425)
O. MI ADULT INPATIENT	\$1,348,750	\$112,396	\$190,902	\$561,980	\$801,065	(\$239,085)
P. MI CHILD INPATIENT	\$288,700	\$24,058	\$21,724	\$120,290	\$64,195	\$56,095
Q. HRA ADJUSTER	\$424,100	\$35,342	\$0	\$424,100	\$383,971	\$40,129
R. DD SKILL BUILDING	\$3,314,861	\$276,238	\$254,124	\$1,381,190	\$1,254,899	\$126,291
S. DD CLINIC	\$939,290	\$78,274	(\$165,832)	\$391,370	\$79,795	\$311,575
T. VOCATIONAL SERVICES	\$478,188	\$39,849	\$34,490	\$199,245	\$168,810	\$30,435
U. CLUBHOUSE	\$501,281	\$41,773	\$35,635	\$194,431	\$208,865	\$14,434
V. DD SUPPORTS COORDINATION	\$2,779,861	\$231,655	\$442,804	\$1,158,275	\$1,212,028	(\$53,753)
W. MI ADULT SUPPORTS COORDINATION	\$3,102,756	\$258,563	\$263,458	\$1,292,815	\$1,109,446	\$183,369
X. INTENSIVE CASE MANAGEMENT	\$759,211	\$63,268	\$55,306	\$316,340	\$260,669	\$55,671
Y. MI ADULT VOCATIONAL SERVICES	\$219,675	\$18,306	\$12,245	\$91,530	\$57,605	\$33,925
Z. DD VOCATIONAL SERVICES	\$2,321,100	\$193,425	\$152,837	\$987,125	\$775,647	\$191,478
AA. IN HOME SUPPORT SERVICES	\$1,645,625	\$137,135	\$170,617	\$665,675	\$726,789	(\$61,114)
BB. CONSUMER RUN PROGRAM	\$109,365	\$9,114	\$9,114	\$45,570	\$45,569	\$1
CC. DD RESPITE	\$743,625	\$61,969	\$36,423	\$309,845	\$244,432	\$65,413
DD. HEALTH SERVICES	\$343,650	\$28,638	\$33,335	\$143,190	\$122,428	\$20,762
EE. MI CHILD RESPITE	\$44,025	\$3,669	\$1,671	\$18,345	\$9,362	\$8,983
FF. YOUTH COMMUNITY BASED SERVICES	\$249,944	\$20,829	\$12,645	\$104,145	\$78,674	\$25,471
GG. AUTISM PROGRAM	\$421,039	\$35,087	\$27,648	\$175,435	\$242,022	(\$66,587)
HH. MI OUTPATIENT	\$3,204,559	\$267,047	\$196,932	\$1,355,235	\$801,773	\$553,462
II. TRANSITION AGE TEAM	\$359,416	\$29,951	\$33,435	\$149,755	\$165,927	(\$16,172)
JJ. NURSING	\$789,750	\$65,813	\$28,120	\$329,065	\$403,857	(\$74,792)
KK. PSYCHIATRY	\$0	\$0	\$15,343	\$0	\$161,527	(\$161,527)
LL. ACT	\$1,685,670	\$141,306	\$106,984	\$706,530	\$538,154	\$168,376
MM. HOME BASED	\$830,431	\$69,203	\$88,307	\$346,015	\$374,580	(\$28,565)
NN. INTEGRATED HEALTH	\$99,060	\$8,255	\$6,705	\$34,515	\$6,760	\$27,755
OO. HOMELESS PROJECT	\$166,033	\$13,836	\$9,826	\$69,180	\$52,340	\$16,840
PP. INFANT M.H. HOME BASED TEAM	\$525,331	\$43,778	\$24,627	\$218,890	\$116,961	\$101,929
QQ. DD OUTPATIENT	\$1,149,850	\$95,821	\$85,095	\$479,105	\$353,522	\$125,583
RR. INTAKE/CRISIS INTERVENTION	\$1,182,869	\$98,572	\$87,773	\$492,660	\$412,336	\$80,324
SS. MI ADULT PARTIAL HOSPITALIZATION	\$15,275	\$1,273	\$3,172	\$6,365	\$22,167	(\$15,802)
TT. KENNETH L. BRINKS FACILITY	\$1,990,332	\$165,861	\$138,755	\$829,305	\$692,798	\$136,507
UU. INDIAN BAY RESIDENCE	\$789,858	\$65,822	\$63,822	\$329,110	\$307,871	\$21,239
VV. CHILDREN'S WAIVER SERVICES	\$173,100	\$14,425	\$9,472	\$72,125	\$34,722	\$37,403
WW. MI CHILD RESIDENTIAL	\$156,225	\$13,019	\$0	\$65,095	\$675	\$64,420
XX. DD RESIDENTIAL	\$12,972,647	\$1,081,054	\$1,109,412	\$5,405,270	\$4,374,793	\$1,030,477
YY. MI ADULT RESIDENTIAL	\$2,973,789	\$247,816	\$322,922	\$1,239,080	\$1,244,106	(\$5,026)
ZZ. CLERICAL SERVICES	\$0	\$0	(\$35,635)	\$0	\$109,206	(\$109,206)
AAA. STATE INPATIENT	\$1,630,090	\$135,841	\$0	\$679,205	\$0	\$679,205
BBB. UTILIZATION MANAGEMENT	\$453,547	\$37,796	\$34,974	\$188,990	\$145,114	\$43,866
CCC. NETWORK DEVELOPMENT	\$236,612	\$19,718	\$17,413	\$98,590	\$74,264	\$24,326
DDD. IS MANAGEMENT	\$569,265	\$47,439	\$36,342	\$237,195	\$176,484	\$60,711
EEE. QI AND TRAINING	\$262,698	\$21,892	\$20,272	\$109,450	\$92,635	\$16,825
FFF. MANAGED CARE ADMINISTRATION	\$1,930,192	\$160,849	\$71,654	\$804,245	\$662,762	\$141,483
GGG. MANAGED CARE FINANCE	\$529,904	\$44,159	\$40,655	\$220,795	\$210,930	\$9,865
HHH. CUSTOMER SERVICES	\$552,703	\$29,392	\$25,470	\$146,960	\$108,621	\$38,339
<b>GRAND TOTAL</b>	<b>\$64,355,873</b>	<b>\$5,362,991</b>	<b>\$4,153,322</b>	<b>\$31,657,554</b>	<b>\$28,472,502</b>	<b>\$3,185,052</b>

	DEPARTMENT NAME	CURRENT YEAR-TO-DATE BUDGET	EXPENDITURES TO DATE	YEAR-TO-DATE VARIANCES	PAYROLL LAG	CONTRACTURAL/ BILLING LAG	OTHER	ESTIMATED TRUE VARIANCE
A.	WRAPAROUND SERVICES	\$103,030	\$99,508	\$3,522	(\$3,297)	(\$225)		\$0
B.	COMMUNITY RECOVERY SERVICES & SUPPORT	\$18,500	\$0	\$18,500		\$0		\$18,500
C.	COURT COLLABORATION	\$236,065	\$184,802	\$53,263	(\$7,322)	(\$11,901)		\$40,040
D.	SED WAIVER	\$40,640	\$0	\$40,640	(\$1,265)		\$1,263	\$40,638
E.	INTEGRATED HEALTH #2	\$58,335	\$43,781	\$14,554		(\$14,554)		\$0
F.	CMH PRIMARY CARE INTERGRATION PROJECT	\$7,500	\$0	\$7,500		\$0		\$7,500
G.	HUD SUPPORTED HOUSING GRANT	\$42,500	\$51,083	(\$8,583)			\$8,583	\$0
H.	HUD SUPPORTED HOUSING GRANT #2	\$6,780	\$7,738	(\$958)			\$958	\$0
I.	MC3 PROGRAM	\$14,220	\$0	\$14,220		(\$1)		\$14,219
J.	CENTER FOR POSITIVE LIVING SUPPORTS	\$37,495	\$41,041	(\$3,546)	(\$1,385)		\$4,930	\$0
K.	HUD SUPPORTED HOUSING GRANT #4	\$8,720	\$10,395	(\$1,675)			\$1,675	\$0
L.	HUD SUPPORTED HOUSING GRANT #3	\$9,260	\$10,512	(\$1,252)			\$1,252	\$0
M.	LAKESHORE BEHAVIORAL HEALTH ALLIANCE	\$7,877,469	\$8,317,739	(\$440,270)		(\$130,332)	\$440,270	(\$0)
N.	MI ADULT INPATIENT	\$561,980	\$801,065	(\$239,085)				(\$369,417)
O.	MI CHILD INPATIENT	\$120,290	\$64,195	\$56,095		(\$34,970)		\$21,125
P.	HRA ADJUSTER	\$424,100	\$383,971	\$40,129		(\$40,129)		\$0
Q.	DD SKILL BUILDING	\$1,381,190	\$1,254,899	\$126,291	(\$40,826)			\$23,221
R.	DD CLINIC	\$391,370	\$79,795	\$311,575	(\$8,816)			\$16,461
S.	VOCATIONAL SERVICES	\$199,245	\$168,810	\$30,435	(\$6,664)			\$15,957
T.	CLUBHOUSE	\$208,865	\$194,431	\$14,434	(\$5,602)			\$0
U.	DD SUPPORTS COORDINATION	\$1,158,275	\$1,212,028	(\$53,753)	(\$35,921)		\$194,400	\$104,727
V.	MI ADULT SUPPORTS COORDINATION	\$1,292,815	\$1,109,446	\$183,369	(\$27,194)			\$0
W.	INTENSIVE CASE MANAGEMENT	\$316,340	\$260,669	\$55,671		(\$20,456)		\$25,093
X.	MI ADULT VOCATIONAL SERVICES	\$91,530	\$775,647	\$33,925	(\$3,925)			\$12,052
Y.	DD VOCATIONAL SERVICES	\$667,125	\$726,789	\$191,478	(\$141,898)			\$49,580
Z.	MI HOME SUPPORT SERVICES	\$685,675	\$726,789	(\$41,114)		(\$189,778)		(\$230,892)
AA.	CONSUMER RUN PROGRAM	\$45,570	\$45,569	\$1		(\$1)		\$0
BB.	DD RESPITE	\$309,845	\$244,432	\$65,413		(\$20,236)		\$45,177
CC.	HEALTH SERVICES	\$143,190	\$122,428	\$20,762		(\$20,762)		\$0
DD.	MI CHILD RESPITE	\$18,345	\$9,362	\$8,983		(\$8,983)		\$0
EE.	YOUTH COMMUNITY BASED SERVICES	\$104,145	\$78,674	\$25,471	(\$3,864)		\$11,609	\$33,216
FF.	AUTISM PROGRAM	\$175,435	\$242,022	(\$66,587)	(\$4,433)			(\$104,223)
GG.	MI OUTPATIENT	\$1,335,235	\$801,773	\$533,462	(\$26,362)			\$375,781
HH.	TRANSITION AGE TEAM	\$149,755	\$165,927	(\$16,172)	(\$4,356)			(\$35,752)
II.	NURSING	\$329,065	\$403,857	(\$74,792)	(\$19,827)		\$94,419	\$0
JJ.	PSYCHIATRY	\$0	\$161,527	(\$161,527)	(\$13,492)		\$250,234	\$75,215
KK.	ACT	\$706,530	\$538,154	\$168,376	(\$19,200)			\$108,579
LL.	HOME BASED	\$346,015	\$374,580	(\$28,565)	(\$9,981)			(\$80,193)
MM.	INTEGRATED HEALTH	\$41,275	\$4,515	\$36,760	(\$1,545)			\$0
NN.	HOMELESS PROJECT	\$69,180	\$52,340	\$16,840	(\$546)			\$0
OO.	INFANT M.H. HOME BASED TEAM	\$218,890	\$116,961	\$101,929	(\$7,000)			\$86,940
PP.	DD OUTPATIENT	\$479,105	\$353,522	\$125,583	(\$9,625)			\$42,167
QQ.	INTAKE/CRISIS INTERVENTION	\$492,860	\$412,336	\$80,524	(\$13,412)			\$28,143
RR.	MI ADULT PARTIAL HOSPITALIZATION	\$6,365	\$22,167	(\$15,802)			\$2,354	(\$13,448)
SS.	KENNETH L. BRINKS FACILITY	\$829,305	\$692,798	\$136,507	(\$23,420)			\$62,372
TT.	INDIAN BAY RESIDENCE	\$329,110	\$307,871	\$21,239	(\$9,240)			\$0
UU.	CHILDREN'S WAIVER SERVICES	\$72,125	\$34,722	\$37,403		(\$7,403)		\$0
VV.	MI CHILD RESIDENTIAL	\$65,095	\$675	\$64,420		(\$2,142)		\$62,278
WW.	DD RESIDENTIAL	\$5,405,270	\$4,374,793	\$1,030,477		(\$1,033,664)		(\$3,187)
XX.	MI ADULT RESIDENTIAL	\$1,239,080	\$1,244,106	(\$5,026)		(\$236,950)		(\$241,976)
YY.	CLERICAL SERVICES	\$0	\$109,206	(\$109,206)			\$161,341	\$29,170
ZZ.	STATE INPATIENT	\$679,205	\$0	\$679,205	(\$22,964)			\$129,755
AAA.	UTILIZATION MANAGEMENT	\$188,980	\$145,114	\$43,866	(\$7,042)			\$13,961
BBB.	NETWORK DEVELOPMENT	\$98,590	\$74,264	\$24,326	(\$3,744)			\$13,667
CCC.	IS MANAGEMENT	\$237,195	\$176,484	\$60,711	(\$14,983)			\$0
DDD.	QI AND TRAINING	\$109,460	\$16,635	\$92,825	(\$16,525)			\$0
EEE.	MANAGED CARE ADMINISTRATION	\$804,245	\$862,762	(\$58,517)	(\$19,552)		\$78,070	\$0
FFF.	MANAGED CARE FINANCE	\$220,795	\$210,930	\$9,865	(\$15,298)		\$5,433	\$0
GGG.	CUSTOMER SERVICES	\$146,960	\$108,621	\$38,339	(\$5,153)			\$17,462
GRAND TOTAL		\$31,657,534	\$28,471,077	\$3,186,457	(\$409,832)	(\$3,596,506)	\$1,256,791	\$436,910




**COMMUNITY MENTAL HEALTH SERVICES OF MUSKEGON COUNTY**

**MEMORANDUM**

**DATE:** March 21, 2014

**TO:** CMH Board Members

**FROM:** Thomas Best, Chief Financial Officer 

**SUBJECT:** Finance Update – Interest Earnings, Public Act 423, Fees, and State Inpatient Account

**1. Interest Earnings:**

The trial balances for the two areas show cash balances as follows: Regular Services - \$4,493,128 and Internal Service Fund - \$1,727,928. The average investment rate for these funds is approximately 2.448%, per the County Treasurer's office. We are a little more than \$5,200 over budget for this item in Regular Services after the first five months of the fiscal year. We are, however, a little more than \$100 under budget for this in the Internal Service Fund.

<u>Item</u>	<u>Regular Services</u>	<u>Internal Service Fund</u>
Cash Balance as of 02/28/14	\$ 4,493,128	\$ 1,727,928
Total Interest Earned for FY2013	\$ 44,790	\$ 2,746
Total Interest Budget for FY2014	\$ 43,000	\$ 1,800
Interest Budget Per Month for FY2014	\$ 3,583	\$ 150
Interest Earned February 2014	\$ 3,249	\$ 67
Interest Budgeted Through February 2014	\$ 17,917	\$ 750
Interest Earned Through February 2014	\$ 23,167	\$ 603

**2. Public Act 423:**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Through February 28, 2014	\$57,500	\$44,999	(\$12,501)

**3. Fee Report:**

Below is a summary of the Fee Report for revenues received through February 2014. It should be noted that this variance report is based on the budget approved by the CMH Board during the month of August 2013.

<u>Item</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Medicaid-State Plan	\$7,093,980	\$7,378,245	\$284,265
HAB Supports Waiver	3,538,333	3,477,390	(60,943)
Medicaid – b3 Services	6,947,443	6,599,444	(347,999)
SSI/Room & Board	946,583	820,066	(126,517)
<b>Total</b>	<b>18,526,339</b>	<b>18,275,145</b>	<b>(251,194)</b>


**4. Inpatient Summary:**

<b>State Inpatient</b>			<b>Community Inpatient</b>		
	<u>Variance to Date</u>	<u>Days Used in February</u>		<u>Variance to Date</u>	<u>Days Used in February</u>
Kalamazoo	65,586	202	MI Adult	(369,417)	153
Hawthorne	12,034	56	MI Child	21,125	70
Caro	(3,965)	0	Partial Hosp.	(13,448)	12
	<b>73,655</b>	<b>258</b>		<b>(361,740)</b>	<b>235</b>
Budgeted Amount to Cover Community Placements	56,100				
<b>Net Utilization Variance</b>	<b>129,755</b>				

TAB/jvv

**COMMUNITY MENTAL HEALTH SERVICES OF MUSKEGON COUNTY**

**MEMORANDUM**

**DATE:** March 21, 2014  
**TO:** CMH Board Members  
**FROM:** Thomas Best – Chief Financial Officer   
**SUBJECT:** Budget Variance Analysis Report

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Attached is the Budget Variance Analysis Report for State Institutions and local programs for FY2014. Please be aware that this is based on the budget approved by the Board during the month of August 2013.

Following is a discussion of some of these variances:

- Fee Collections – This has to do with the fact that capitation payments are less than anticipated. This deficit will most likely continue to increase as the fiscal year progresses.
- Other Revenues Differential – This has to do with the fact that we do not have available as much Medicaid carry forward dollars as we anticipated.
- Net Salary and Fringe Variance: This area has a very large positive variance after the first five months of the fiscal year. This positive variance should continue to increase as the fiscal year progresses.
- State Facility Utilization: This area has a large positive variance after the first five months of the fiscal year. As this area is all State General Fund, it will need to be watched closely as the fiscal year progresses.
- Professional and Contractual Services: This area has a large positive variance after the first five months of the fiscal year. This positive variance should continue to increase as the fiscal year progresses.
- Hackley Hospital Northwood/Westwood: This area has a very large negative variance after the first five months of the fiscal year. This negative variance will most likely continue to increase as the fiscal year progresses.
- MI Adult Residential: This area has a large negative variance after the first five months of the fiscal year. This negative variance will most likely continue to increase as the fiscal year progresses.

Our projected budget variance, based on the budget approved by the CMH Board during the month of August 2013 is a little over \$55,000. There are no contingencies at this time. This would leave us with a net positive variance of approximately \$55,000 after the first five months of the fiscal year. However, due to the different periods of the budget year that these variances are calculated over, this would prorate out to a negative variance of approximately (\$9,500) for the whole fiscal year.

In doing the above calculations, I made the following assumptions:

be reduced by 72% starting April 01, 2014. Expenditures were also adjusted per this assumption. Please note, however, that many programs (i.e., state inpatient, jail services, MRS—W-10 agreement) will remain 100% State GF and will not be affected by Medicaid expansion. Note that this assumes that State Inpatient funding will be reduced by 72% also. However, there is a small chance that this reduction will not occur. **IF** this funding is not reduced by the 72%, it would result in approximately \$559,000 more in State General Fund dollars coming into our agency.

2. ABW revenues will continue as is through March 31, 2014, and then go away starting April 01, 2014. Expenditures were also adjusted per this assumption.
3. I assumed that Medicaid revenues would be INCREASED by the amount of reduced revenues expected for State GF and ABW as mentioned due to Medicaid expansion. I also figured a DECREASE in Medicaid funding for us starting January 1, 2014, to fund the Regional Entity. I did not assume any other increased Medicaid revenues other than for the two areas mentioned. Again, expenditures were adjusted per the revenue adjustment assumptions made for Medicaid.

However, this figure does not really give us a true picture of where we stand as we are not able to use the different funding sources (i.e., State GF and Medicaid, etc.) to offset each other's shortfalls. Therefore, a truer picture would be as follows:

Medicaid	270,100
State General Fund	(251,600)
Local Match on Above	(28,000)
ABW from Fund Balance	(182,300)
LCC Revenues More than Expenditures	-0-
Ottawa CMH	-0-
Local Match Surplus on Everything Else	149,500

TAB/jvv

BUDGETED VARIANCE ANALYSIS REPORT  
FOR THE MONTH ENDING FEBRUARY 28, 2014

OCTOBER  
FOR  
SEPTEMBER

ITEM	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
REVENUES													
FEE COLLECTIONS *	\$39,310	\$1,840	(\$125,079)	\$74,621	(\$241,896)								(\$351,194)
OTHER REVENUES DIFFERENTIAL	\$9,108	(\$195,306)	\$52,347	(\$22,133)	\$51,653								(\$106,303)
OTHER CMH BOARDS DIFFERENTIAL	(\$3,878)	(\$3,514)	(\$7,623)	(\$7,623)	(\$2,629)								(\$25,147)
OTHER ALLOCATION ADJUSTMENTS-STATE GRANT *	\$0	\$11	\$0	\$0	\$0								\$11
TOTAL REVENUES VARIANCE	\$43,540	(\$196,971)	(\$50,354)	\$44,865	(\$192,712)								(\$211,633)
EXPENDITURES													
TOTAL SALARY & FRINGE VARIANCE *	\$125,538	\$164,069	\$164,133	\$209,440	\$157,377								\$918,557
RENT AND O & M ADJUSTMENTS:													
O & M ADJUSTMENTS	\$1,522	(\$831)	(\$7,546)	(\$4,654)	(\$999)								(\$12,541)
RENTAL ADJUSTMENTS	\$4,304	(\$11,075)	(\$10,752)	\$11,267	(\$29,627)								(\$35,323)
NET BUILDING ADJUSTMENTS	\$5,826	(\$11,906)	(\$18,298)	\$7,203	(\$30,626)								(\$47,841)
OTHER													
UTILIZATION ON STATE FACILITIES *	\$26,150	\$69,945	\$11,220	\$11,220	\$11,220								\$129,755
CLAIMS TAX PAYMENT *	\$0	\$0	\$0	\$3,119	\$0								(\$3,119)
PROFESSIONAL AND CONTRACTUAL SERVICES	\$3,251	\$1,816	\$14,928	\$69,136	\$21,942								\$145,973
HACKLEY HOSPITAL, NORTHWOOD/WESTWOOD *	(\$52,240)	(\$1,843)	(\$55,050)	(\$121,437)	(\$62,989)								(\$361,739)
MI ADULT RESIDENTIAL **	\$4,980	(\$50,985)	(\$52,950)	(\$68,347)	(\$70,354)								(\$241,976)
SUPPLIES, EQUIP. UNDER \$5000, & SOFTWARE	\$0	\$27,676	\$13,110	\$16,184	\$21,737								\$83,697
DRUGS & PHARMACEUTICALS *	\$0	(\$4,850)	(\$3,471)	(\$7,849)	(\$2,629)								(\$22,838)
TELEPHONE	(\$542)	\$1,870	\$1,289	\$2,452	\$1,801								\$6,870
ADVERTISING	\$368	\$303	(\$661)	(\$646)	(\$577)								(\$1,183)
RENTALS & LIABILITY INSURANCE COSTS ***	\$0	\$0	\$0	\$0	\$0								\$0
GENERAL & LEGAL COUNSEL **	\$0	(\$1,230)	\$4,398	(\$15,857)	\$1,731								(\$10,958)
CONTRACTUAL SERVICES-OD CONTRACTS **	\$0	\$3,966	\$7,227	(\$5,617)	(\$8,783)								(\$3,187)
TRANSPORTATION **	\$0	(\$13,615)	\$1,331	\$27,940	\$38,607								\$54,263
ADMINISTRATION EXPENSE *	\$0	(\$11,942)	(\$2,189)	\$4,076	\$5,372								(\$4,683)
ALL OTHER EXPENSES	(\$4,975)	(\$4,975)	(\$4,969)	(\$4,970)	(\$4,970)								(\$24,855)
TOTAL OTHER	(\$3,201)	\$643	\$3,126	(\$16,618)	(\$63,777)								(\$79,827)
TOTAL EXPENDITURES VARIANCE	(\$24,779)	(\$32,441)	(\$62,077)	(\$83,441)	(\$31,668)								(\$338,896)
NET BUDGET VARIANCE	\$105,885	\$119,722	\$83,718	\$133,202	(\$4,917)								\$436,910
OTHER ANTICIPATED CONTINGENCIES													
CLAIMS TAX PAYMENT													
TOTAL CONTINGENCIES *	\$0												\$0

EST. COST

OTHER ANTICIPATED CONTINGENCIES  
CLAIMS TAX PAYMENT  
TOTAL CONTINGENCIES \*

\*THESE EIGHT VARIANCES SHOULD BE BASED ON 1ST 12 MONTHS ONLY.  
\*\*THESE SIX VARIANCES SHOULD BE BASED ON LAST 12 MONTHS ONLY.  
\*\*\*THIS IS AN ANNUAL ADJUSTMENT  
ALL OTHERS SHOULD BE BASED ON 13 MONTHS.

14-Mar-14 TB (Budget And Variances Analysis Report-FY 2014)

MONTH END PROJECTIONS OF DEFICITS/SURPLUSES BY FUND SOURCE FOR FY 2014

ITEM	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER PRELIMINARY	SEPTEMBER FINAL
STATE PLAN MA	N/A	\$625,822	(\$327,355)	\$3,122,163	\$3,815,892								
HAB SUPPORTS WAIVER	N/A	\$1,709,429	\$2,083,040	(\$164,677)	(\$388,404)								
B3 SERVICES	N/A	(\$1,685,451)	(\$1,520,685)	(\$1,971,986)	(\$3,157,388)								
SUBTOTAL MUSKEGON MEDICAID	\$0	\$649,800	\$235,000	\$985,500	\$270,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCC MEDICAID	N/A	\$22,500	\$22,500	\$0	\$0								
OTTAWA MEDICAID	N/A	UNKNOWN	\$0	\$0	\$0								
TOTAL ALL MEDICAID DOLLARS	\$0	\$672,300	\$257,500	\$985,500	\$270,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND	N/A	(\$1,119,800)	(\$330,700)	(\$386,500)	(\$251,600)								
LOCAL MATCH (NET)	N/A	\$64,000	\$96,600	\$97,400	\$121,500								
TOTAL STATE GF/LOCAL MATCH	\$0	(\$1,055,800)	(\$234,100)	(\$289,100)	(\$130,100)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADULT BENEFIT WAIVER	N/A	(\$129,400)	(\$170,700)	(\$207,100)	(\$182,300)								
TOTALS	N/A	(\$512,900)	(\$147,300)	\$489,300	(\$42,300)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

14-Mar-14

TB (Month End Projections by Fund Source)

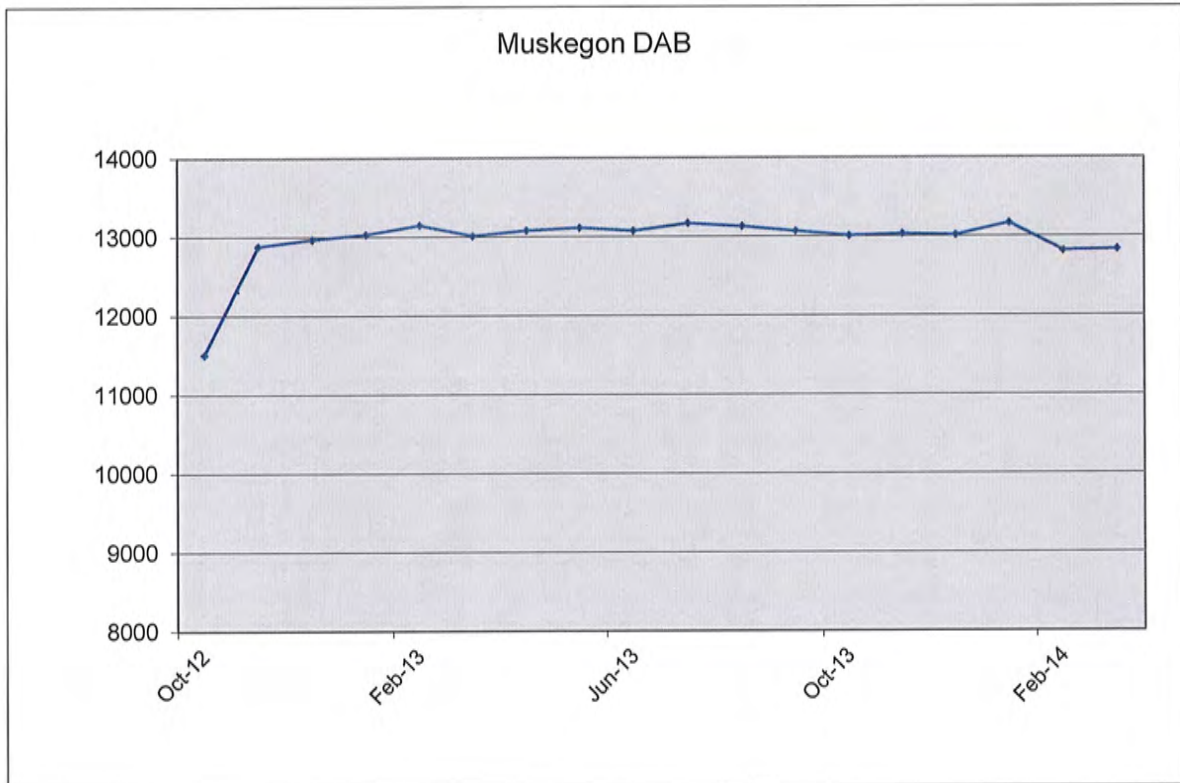
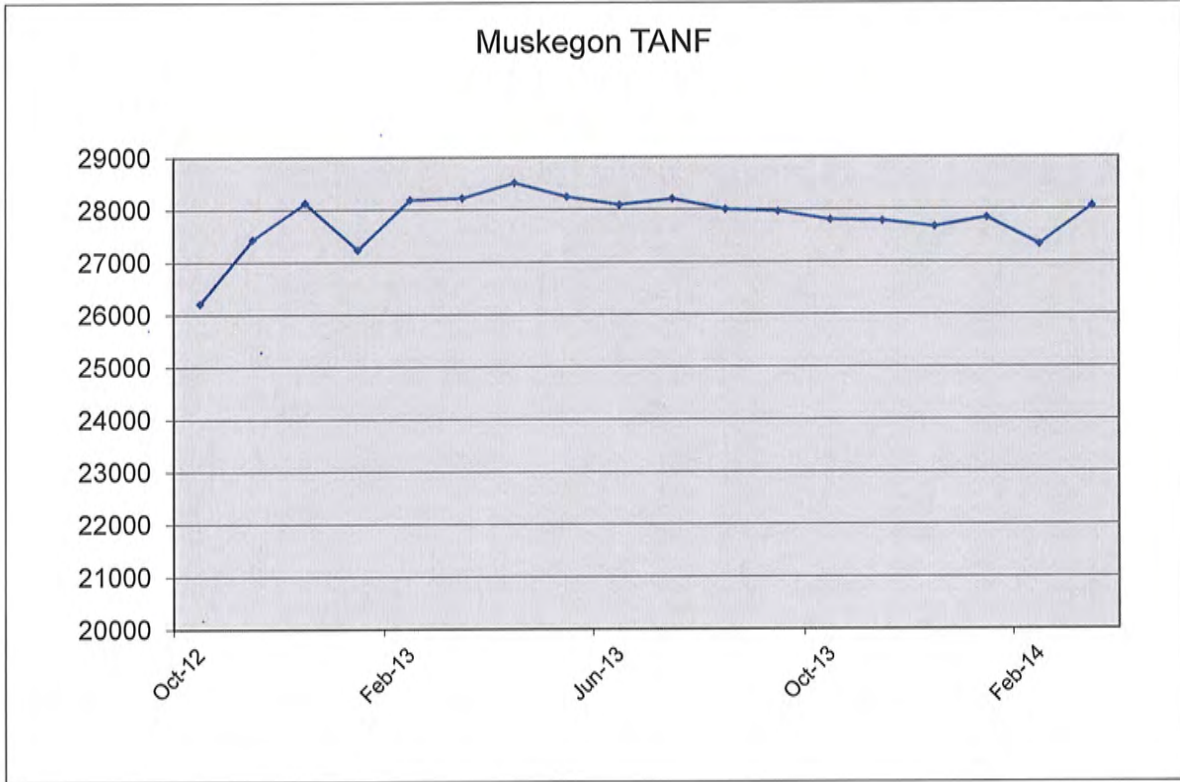
ESTIMATED LAPSE FOR FY 2014

ITEM	INITIAL 5%		2ND 5%		SUBTOTAL AFFILIATION	2ND 5% 50% DCH	TOTALS
	ALL CMH	50% CMH	50% CMH	50% DCH			
<b>MEDICAID</b>							
-ESTIMATED CARRY FORWARD ALLOWABLE	\$2,549,992	\$1,274,996	\$3,824,988				
-ESTIMATED AMOUNT TO PUT INTO ISF	\$0	\$0	\$0				
<b>APPROXIMATE MEDICAID WE CAN USE</b>	<b>\$2,549,992</b>	<b>\$1,274,996</b>	<b>\$3,824,988</b>				
-MUSKEGON AVAILABLE	\$270,100		\$270,100		\$270,100		
-OTTAWA AVAILABLE	\$0		\$0		\$0		
-LCC AVAILABLE	\$0		\$0		\$0		
<b>APPROXIMATE MEDICAID AVAILABLE</b>	<b>\$270,100</b>	<b>\$0</b>	<b>\$270,100</b>	<b>\$0</b>	<b>\$270,100</b>		
-MUSKEGON'S SHARE	\$270,100		\$270,100				
-OTTAWA'S SHARE	\$0		\$0				
<b>TOTALS</b>	<b>\$270,100</b>	<b>\$0</b>	<b>\$270,100</b>	<b>\$0</b>	<b>\$270,100</b>		
<b>ESTIMATED MEDICAID LAPSE</b>				\$0			
<b>STATE GENERAL FUND</b>							
-ESTIMATED CARRY FORWARD AVAILABLE						<b>(\$251,600)</b>	
-ESTIMATED CARRY FORWARD ALLOWABLE						\$207,263	
<b>ESTIMATED STATE SHORT OF CARRY FORWARD</b>						<b>(\$458,863)</b>	

17-Mar-14 TB (Estimated Lapse)



### Medicaid Eligibles by County and Program





## REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b> X	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Administration	<b>REQUEST DATE</b> March 21, 2014	<b>REQUESTOR SIGNATURE</b> Thomas A. Best, Chief Financial Officer	
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<p>Authorization is requested for Community Mental Health (CMH) Services to approve the FY2014 Fee Rates effective May 1, 2014.</p> <p>Rates have been calculated based on billable services provided in FY2013. The majority of rates have decreased significantly due to increased productivity standards and additional coding of non-billable time. The rates that show no change from FY 2012 to FY 2013 are due to the fact that those services were not provided in FY13 and, therefore, the current rate is carried forward from FY 2012 to FY 2013 . DBT rates have increased in one-on-one services and decreased in group services. This was due to a change in model. The Kenneth L. Brinks Facility has continued to increase their rates due to the transition in their program. However, we anticipate a rate reduction in the future once the move has occurred to the Brookhaven Facility, and they complete their move to a professional health model. This would result in an increase in occupancy which would then result in a decrease in the fee rate for this facility.</p> <p>A comparison with local CMHs of the top eight services provided has been included for your review. The CMHs that responded to our survey were: Tuscola, Montcalm, Macomb, Network180, Shiawassee and West Michigan.</p>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
I move to approve the attached fee rates for services provided by Community Mental Health Services of Muskegon County effective May 1, 2014.			
<b>COMMITTEE DATE</b>	<b>COMMITTEE APPROVAL</b> _____ Yes      _____ No      _____ Other		
<b>BOARD DATE</b>	<b>BOARD APPROVAL</b> _____ Yes      _____ No      _____ Other		

**COMMUNITY MENTAL HEALTH OF MUSKEGON COUNTY  
FY2014 RATES**

SERVICE CODE	DESCRIPTION	DURATION	FY13 RATES	PROPOSED RATES	RATE CHANGE	PERCENTAGE CHANGE
750	BMC Roll-up Psych	Encounter	1.94	1.54	(0.40)	-20%
751	BMC Roll-up Doctor	Encounter	3.97	3.16	(0.81)	-20%
752	BMC Roll-up Specialist	Encounter	1.40	1.11	(0.29)	-20%
90785	Interactive Complexity	Encounter	5.08	4.04	(1.04)	-20%
90791	Psychiatric Diagnostic Evaluation	Encounter	157.66	128.38	(29.28)	-19%
90792	Psychiatric Diagnostic Evaluation w/ medical	Encounter	204.96	162.91	(42.05)	-21%
90832	Psychotherapy, 30 minutes	30 mins	65.75	48.86	(16.89)	-26%
90834	Psychotherapy, 45 minutes	45 mins	85.50	64.00	(21.50)	-25%
90837	Psychotherapy, 60 minutes	60 mins	125.41	122.96	(2.45)	-2%
90839	Psychiatric for crisis, first 60 minutes	60 mins	182.59	145.13	(37.46)	-21%
90840	Psychiatric for crisis, each additional 30 mins	30 mins	91.30	72.57	(18.73)	-21%
90846	Family therapy client not present	Encounter	232.79	163.63	(69.16)	-30%
90847	Family therapy client present	Encounter	133.74	104.63	(29.11)	-22%
90853	Group therapy including DBT	Encounter	78.30	44.12	(34.18)	-44%
92506	Speech/ Language evaluation	Encounter	487.88	387.79	(100.09)	-21%
92507	Speech/language therapy	Encounter	256.80	204.12	(52.68)	-21%
92610	Evaluation of oral and pharyngeal swallow	Encounter	330.07	262.36	(67.71)	-21%
96101	Psych testing by psych, per hour eg MMPi	60 mins	200.59	156.50	(44.09)	-22%
96102	Psych testing by qual. Health care prof.	60 mins	94.47	75.09	(19.38)	-21%
96103	Psych testing by computer, per hour, wit	60 mins	282.77	282.77	-	0%
96105	Speech/Language Assessment	Encounter	209.40	209.40	-	0%
96110	Developmental Testing - Limited	Encounter	195.27	195.27	-	0%
96111	Developmental Testing - Extended	Encounter	195.27	195.27	-	0%
96372	Ther/Prophylactic/Diagnostic Inj/SC/IM	Encounter	7.85	5.83	(2.02)	-26%
97001	Physical therapy evaluation	Encounter	388.38	308.70	(79.68)	-21%
97002	Physical therapy re-evaluation	Encounter	152.81	152.81	-	0%
97003	Occupational therapy evaluation	Encounter	595.98	396.53	(199.45)	-33%
97004	Occupational therapy re-evaluation	Encounter	502.07	389.91	(112.16)	-22%
97110	Therapeutic exercises to develop strengt	Encounter	197.05	156.62	(40.43)	-21%
97112	Neuromuscular reeducation of movement, b	Encounter	219.73	174.65	(45.08)	-21%

**COMMUNITY MENTAL HEALTH OF MUSKEGON COUNTY  
FY2014 RATES**

SERVICE CODE	DESCRIPTION	DURATION	FY13 RATES	PROPOSED RATES	RATE CHANGE	PERCENTAGE CHANGE
97113	Aquatic therapy with therapeutic exercises	Encounter	14.31	14.31	-	0%
97116	Gait training (includes stair climbing)	Encounter	178.72	178.72	-	0%
97124	Massage, including effleurage, petrissage	Encounter	82.91	82.91	-	0%
97140	Manual therapy techniques	Encounter	67.77	67.77	-	0%
97150	Therapeutic procedures, group	Encounter	64.57	64.57	-	0%
97530	Therapeutic activities, one-on-one	Encounter	173.05	137.53	(35.52)	-21%
97532	Dev of cognitive skills, one-on-one	Encounter	100.00	100.00	-	0%
97533	Sensory integrative techniques one-on-one	Encounter	175.04	139.13	(35.91)	-21%
97535	Self-care/home management training, one-on-one	Encounter	223.00	177.25	(45.75)	-21%
97537	Community/work reintegration training	Encounter	206.90	206.90	-	0%
97542	Wheelchair management/propulsion training	Encounter	209.94	160.14	(49.80)	-24%
97802	Medical nutrition therapy, ia	Encounter	50.00	50.00	-	0%
97803	Medical nutrition therapy, re-assessment	Encounter	50.00	50.00	-	0%
97804	Medical nutrition therapy, group	Encounter	100.00	100.00	-	0%
99201	New Patient Office Visit, Level 1	10 mins	60.02	21.45	(38.57)	-64%
99202	New Patient Office Visit, Level 2	20 mins	102.33	48.13	(54.20)	-53%
99203	New Patient Office Visit, Level 3	30 mins	149.12	76.08	(73.04)	-49%
99204	New Patient Office Visit, Level 4	45 mins	228.09	106.72	(121.37)	-53%
99205	New Patient Office Visit, Level 5	60 mins	282.78	136.21	(146.57)	-52%
99211	Established Patient Office Visit, Level 1	5 mins	28.14	13.59	(14.55)	-52%
99212	Established Patient Office Visit, Level 2	10 mins	60.02	30.50	(29.52)	-49%
99213	Established Patient Office Visit, Level 3	15 mins	100.23	48.21	(52.02)	-52%
99214	Established Patient Office Visit, Level 4	25 mins	147.33	70.82	(76.51)	-52%
99215	Established Patient Office Visit, Level 5	40 mins	197.51	94.44	(103.07)	-52%
99251	Initial Inpatient Consult, aprx 20mins	20 mins	59.25	90.65	31.40	53%
99252	Initial Inpatient Consult, aprx 40mins	40 mins	77.47	166.51	89.04	115%
99253	Initial Inpatient Consult, aprx 55 mins	55 mins	162.93	249.28	86.35	53%
99254	Initial Inpatient Consult, aprx 80 mins	80 mins	236.98	362.58	125.60	53%
99255	Initial Inpatient Consult, aprx 110 mins	110 mins	325.85	498.55	172.70	53%
99506	Home visit for intramuscular injections	Encounter	92.65	77.19	(15.46)	-17%

**COMMUNITY MENTAL HEALTH OF MUSKEGON COUNTY  
FY2014 RATES**

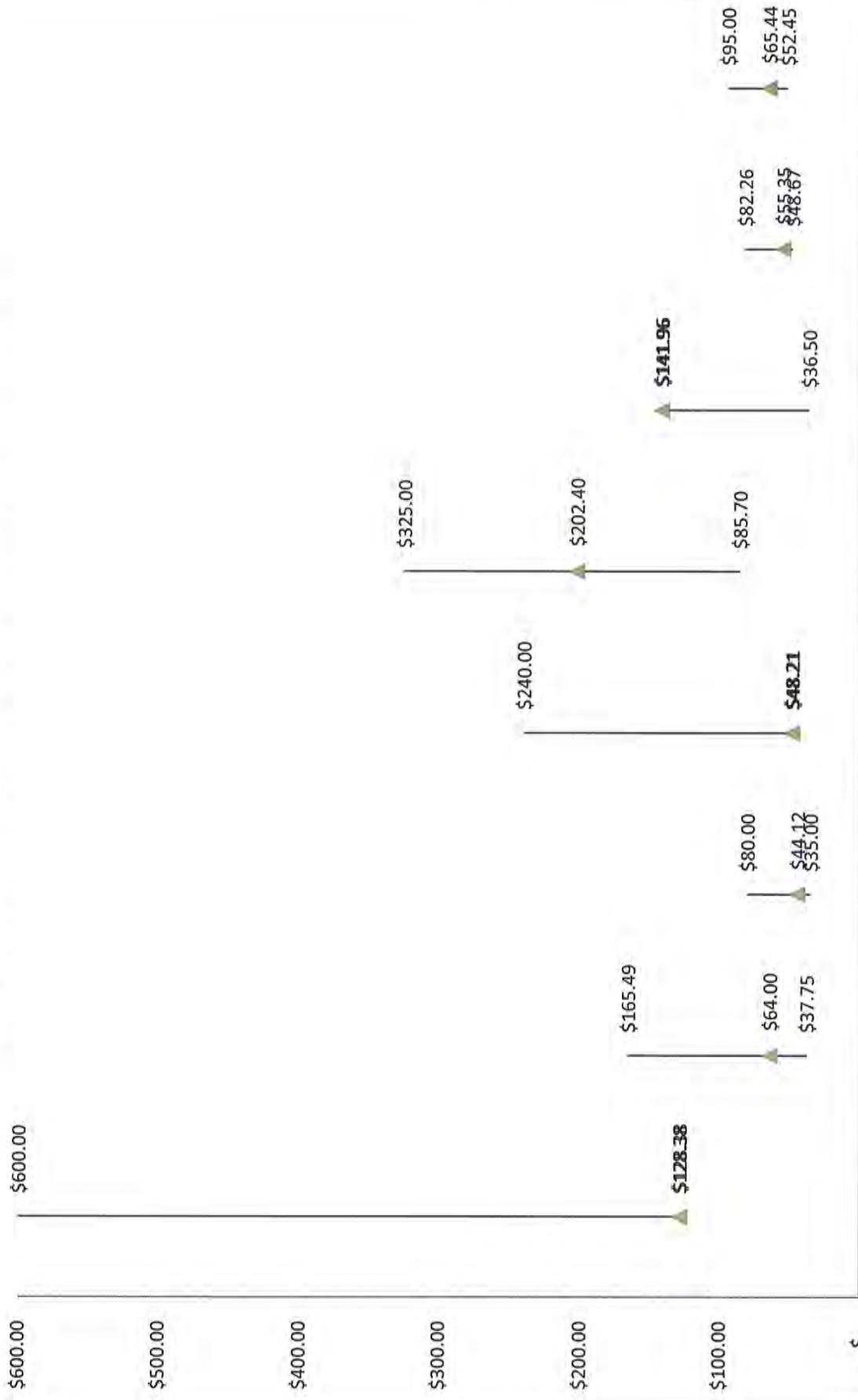
SERVICE CODE	DESCRIPTION	DURATION	FY13 RATES	PROPOSED RATES	RATE CHANGE	PERCENTAGE CHANGE
G0177	Fam Psych Ed - Family Educational Group	Encounter	95.35	81.87	(13.48)	-14%
G8553	eRx Incentive	Encounter	1.07	1.07	-	0%
H0001HH	SA Substance Use Assessment	Encounter	148.23	107.17	(41.06)	-28%
H0002	Screening, Brief for non-inpatient	Encounter	137.82	118.00	(19.82)	-14%
H0004HH	SA Substance Use Counseling and Therapy	Encounter	37.12	29.06	(8.06)	-22%
H0005HH	SA Substance Use Group counseling	Encounter	162.81	143.26	(19.55)	-12%
H0031	Initial or Other Assess - LLP/non-Phys	Encounter	255.05	202.40	(52.65)	-21%
H0032	Service Plan Devt/Review - Clinical Staf	Encounter	199.67	158.30	(41.37)	-21%
H0032TS	Service Plan Devt/review - Subsequent Visit	Encounter	224.41	178.72	(45.69)	-20%
H0036	HBS - Community psychiatric supportive t	15 mins	186.09	141.96	(44.13)	-24%
H0038	Self-help/peer services, per 15 minutes	15 mins	63.16	60.42	(2.74)	-4%
H0039	ACT Service	15 mins	69.77	55.35	(14.42)	-21%
H0039GR	Group ACT Services	15 mins	47.95	47.95	-	0%
H2000	Behavior Mgt Review - Comprehensive mult	Encounter	22.05	17.53	(4.52)	-20%
H2000TS	Behavior Mgt Review - Subsequent Visit	Encounter	55.93	44.46	(11.47)	-21%
H2011	Crisis Intervention Services	Encounter	76.67	47.43	(29.24)	-38%
H2014	Skills train/dev incl group DBT by BA	15 mins	9.03	5.83	(3.20)	-35%
H2014GR	Skills train/dev Group	15 mins	6.57	6.57	-	0%
H2014TT	Skills Training with Multiple Clients	15 mins	6.09	6.09	-	0%
H2015	CLS services per 15 min	15 mins	4.98	5.90	0.92	18%
H2015TT	CLS services per 15 min, with mult clients	15 mins	6.04	6.04	-	0%
H2019	DBT Individual Therapy per 15 mins	15 mins	34.02	45.00	10.98	32%
H2019TT	DBT Skills Training per 15 mins	15 mins	42.94	34.93	(8.01)	-19%
H2021	DBT Skills Training per 15 mins	15 mins	70.46	40.07	(30.39)	-43%
H2022	Community Wrap-Around, Per Diem	Encounter	340.00	270.25	(69.75)	-21%
H2022TT	Community Wrap-Around, Per Diem, mult ind	Encounter	255.00	255.00	-	0%
H2023	Supported Employment per 15 min	15 mins	247.01	71.76	(175.25)	-71%
H2030	Clubhouse Services	15 mins	14.57	8.54	(6.03)	-41%
N750	New - BMC Roll-up Psych	Encounter	1.94	1.54	(0.40)	-20%
N751	New - BMC Roll-up Doctor	Encounter	3.97	3.16	(0.81)	-20%

**COMMUNITY MENTAL HEALTH OF MUSKEGON COUNTY  
FY2014 RATES**

SERVICE CODE	DESCRIPTION	DURATION	FY13 RATES	PROPOSED RATES	RATE CHANGE	PERCENTAGE CHANGE
N752	New - BMC Roll-up Specialist	Encounter	1.40	1.11	(0.29)	-20%
R750	Review - BMC Roll-up Psych	Encounter	4.92	1.54	(3.38)	-69%
R751	Review - BMC Roll-up Doctor	Encounter	10.07	3.16	(6.91)	-69%
R752	Review - BMC Roll-up Specialist	Encounter	3.54	1.11	(2.43)	-69%
R760	BMC Individual Review	Encounter	3.54	1.11	(2.43)	-69%
S5111	Home Care Training, family; per session	Encounter	92.34	69.72	(22.62)	-24%
S5116	Home care training, non-family; per sess	Encounter	162.56	162.56	-	0%
S9446	Pt Education, NOC, Non-Physician, Group	Encounter	99.34	57.44	(41.90)	-42%
T1001	Nursing Assessment/Evaluation by RN	Encounter	360.13	208.20	(151.93)	-42%
T1002	RN Health/Medication Svcs	15 mins	148.46	108.66	(39.80)	-27%
T1016	Supports Coordination	15 mins	82.88	65.44	(17.44)	-21%
T1017	Nursing Home Monitoring (TCM)	Encounter	75.38	59.92	(15.46)	-21%
T1023	Gatekeeping Screen/Cont Stay Rev	Encounter	285.43	147.72	(137.71)	-48%
T2011	PASARR Level II Evaluation	Encounter	193.97	193.97	-	0%
T2023	Targeted Case Management - Childrens Wa	Encounter	332.69	264.44	(68.25)	-21%
T2025	Fiscal Intermediary	Encounter	141.82	86.26	(55.56)	-39%
	Brinks	Per Diem	490.48	584.78	94.30	19%
	Indian Bay	Per Diem	228.91	206.34	(22.57)	-10%



# Comparison of Top 8 Services with other CMHs



90791 Psychiatric Diagnostic Evaluation	90834 Psychotherapy, 45 mins	90853 Group Therapy	99213 Est. Patient Office Visit	H0031 IA by a LLP	H0036 HBS	H0039 ACT	T1016 Supports Coordination
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## REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b> X	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Network Development	<b>REQUEST DATE</b> March 21, 2014	<b>REQUESTOR SIGNATURE</b> Judy Cohen, Network Manager	
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<p>Approval is requested for Community Mental Health (CMH) to contract with Ronald Kidder, Ph.D., Licensed Psychologist (580 Franklin, North Muskegon, MI 49445) for Clinical Supervision. Dr. Kidder may be requested to provide supervision for the agency's Limited Licensed Psychologists and student interns, Culture of Gentleness training, and behavioral consultations. He would be contracted at a rate of \$125.00 per hour, not to exceed eight (8) hours per week, effective April 1, 2014, through September 30, 2014.</p> <p>Dr. Kidder received his Ph.D. from Michigan State University in East Lansing, Michigan. He has extensive experience in the field of developmental disabilities and previously worked as a Senior Psychologist at the Muskegon Regional Center from 1978-1989, and maintained a private practice from 1982-1997 in Muskegon, Michigan. Dr. Kidder also served as an Adjunct Faculty member for Muskegon Community College (1987-1989) and Grand Valley State University (1987-1997).</p> <p>Dr. Kidder most recently served as the Senior Psychologist and Director of Program Evaluation &amp; Best Practices for Community Mental Health Services of Muskegon County from 1990 until his retirement in early March 2014. He was re-privileged by this CMH Board in February 2014.</p>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
<p>I move to authorize the Community Mental Health (CMH) Executive Director to contract with Ronald Kidder, Ph.D. Licensed Psychologist, for the provision of Clinical Supervision and Consultation at CMH, at a rate of \$125.00 per hour, for no more than eight (8) hours per week, effective April 1, 2014, through September 30, 2014.</p>			
<b>COMMITTEE DATE</b>	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b>	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		



## REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b> X	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Administration	<b>REQUEST DATE</b> March 21, 2014		<b>REQUESTOR SIGNATURE</b> Thomas A. Best, CFO
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<p>In November of 2013, board approval was given to request pricing and purchase from the State Vehicle Procurement list for leases on five (5) 2014 vehicles. These vehicles were:</p> <ul style="list-style-type: none"> <li>• Four (4) Mid-Sized Sedans</li> <li>• One (1) Heavy Duty ¾ Ton Single Wheel Extended Cab Four-Wheel Drive Pickup with Plow</li> </ul> <p>At that time Ford Motor Corporation submitted the low bid, and these five vehicles have been leased from them.</p> <p>Due to increased demand for vehicles across the agency, we are requesting approval to lease an additional three (3) mid-size sedans from Ford Motor Corporation.</p>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
<p>I move to authorize the lease of an additional three vehicles from Ford Motor Corporation as part of the state vehicle procurement list process.</p>			
<b>COMMITTEE DATE</b>	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b>	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		