

**BOARD OF DIRECTORS**

**MEETING MINUTES**

**Thursday, October 19, 2017 6:00 p.m.**

 **812 E. Jolly Road**

**Lansing, MI 48910**

**Staff Present:**

**Shana Badgley, Jana Baylis, Karla Block, Stacia Chick, Aleshia Echols, Joanne Holland, Jasper Howell, Sara Lurie, John Peiffer, Ericanne Spence, Jennifer Stanley, Gwenda Summers, Joyce Tunnard**

**Public Present:**

**Elizabeth Pratt, NAMI**

**Denise King, consumer guardian**

**Call to Order:**

**The meeting was called to order by Chairperson, Kay Pray at 6:02 p.m.**

**Roll Call:**

**Joe Brehler, Raul Gonzales, Dianne Holman, Carol Koenig, Paul Palmer, Kay Pray, Kay Randolph-Back, Jim Rundborg, Chris Swope, Kam Washburn**

**Excused (advance notification provided)**

**Stephen Manchester**

**Maxine Thome**

**Previous Meeting Minutes:**

**ACTION:**

**MOVED by Chris Swope and SUPPORTED by Raul Gonzales to approve the meeting Minutes of September 21, 2017.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda**

**ACTION:**

**MOVED by Chris Swope and SUPPORTED by Dianne Holman to adopt the meeting Agenda for October 19, 2017 adding Strategic Planning as informational item number 3, under Program & Planning.**

**MOTION CARRIED unanimously**

**Public Comment on Agenda**

**None.**

**Mid-State Health Network Update (MSHN)**

**None.**

**Chief Executive Officer Report**

**Sara Lurie, CEO introduced Jana Baylis, HR Manager and Jasper Howell, Hiring Specialist. Mr. Howell provided an overview of the CMHA-CEI New Hire Orientation. Highlights from this presentation included the following:**

* **CEO History, Mission, and Overview of CMHA-CEI**
* **Diversity & Cultural Competency Training**
* **Paperwork Completion Review**
* **OPEIU Local 459**
* **Payroll Procedures**
* **Benefits Enrollment**

**Additional updates provided by Ms. Lurie included:**

**Manager’s Meeting**

**Sara Lurie informed the board of this morning’s Manager’s Meeting. Topics included:**

* **Prohibited Harassment presented by Attorney Melissa Jackson, Foster Swift, Collins & Smith**
* **Insurance Protection Coverage Overview**
* **Manager’s Training Survey conducted by Human Resources**
* **Chain of Command Procedure**
* **Trauma Assessment Survey**

**Ms. Lurie, stated that one of next year’s primary goals for the Leadership team is to provide support and training to our management team.**

**Section 298**

**Sara Lurie announced that she would be attending the CEO Stakeholder meeting next Wednesday in Ann Arbor. To date, CMHs have received guidance and recommendations on things that should be considered for the pilot projects (i.e. funding, considering capitation, PIHP should not be harmed from CMH participating in a pilot project, etc.)**

**Board member, Paul Palmer commented that he sits on the Developmental Disability (DD) Council as Chair and will be sharing this information with the board.**

**Program & Planning Committee**

**New Expense Contract: New Oakland Family Center**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Jim Rundborg that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a contract with New Oakland Family Center for Partial Hospitalization services, for the period of November 1, 2017 through September 30, 2018, and pay $350.00 per day, per consumer, when utilized, for those services.**

**MOTION CARRIED unanimously.**

**New Expense Contract: Turning Leaf**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a new contract and to purchase Community Living Supports from Turning Leaf for the period of November 1, 2017 through September 30, 2018 and pay according to the rate schedule below for those services/goods.**

|  |  |  |
| --- | --- | --- |
| **Service** | **Code** | **Per Diem Rate** |
| **Supported Housing (CLS)** | **H0043** | **Up to $633.43/day** |

**\*Rate varies depending on the support needs of the individual served. A CLS per diem code (H0043) rate may be utilized that is calculated by the number of authorized hours per the individual’s level of care and need.**

**MOTION CARRIED unanimously.**

**Strategic Planning**

**Sara Lurie distributed a copy of the CMHA-CEI Strategic Planning Proposal outline for review and discussion. Discussion ensued. Additional information will be forthcoming.**

**ACTION: Sara Lurie will work coordinate a date and time for the Board/Leadership Retreat for the month of January 2018.**

**Finance Committee**

**Equipment Copier Lease / Expense Contract**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Carol Koenig that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into an expense lease contract under the State of Michigan MI-Deals Program with RICHO USA, INC, 26800 Meadowbrook Road, Suite 101, Novi, MI 48377 and pay $12,500 per month for 60 months or $150,000 annually for new copy machines.**

**MOTION CARRIED unanimously.**

**New Expense Contract: CMHA-CEI Print Shop Services**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a three-year contract with Lawson Printers, 685 West Columbia Avenue, Battle Creek, Michigan, 49015. The purpose of this contract will be to lock in printing costs for three years, reduce the current number of print vendors from five down to one, centralize printing needs for the agency and provide an annual savings with reduced contract pricing. The expected annual amount of this contract will cost between $35,000 and $40,000 per year.**

**MOTION CARRIED unanimously.**

**Sale of CMHA-CEI Asset: 738 N Jenison, Lansing Michigan 48910**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Carol Koenig that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to complete the sale of the home and property at 738 N Jenison, Lansing Michigan 48915; with a legal description as: *Lot (11) in block (1) of Dayton’s Addition to said City of Lansing, in Ingham County.* With Tax Parcel No: 33-01-01-08-456-041,**

**To: Benjamin Brown who resides at 2532 Kevern Way, Okemos Michigan 48864, in Ingham County, and is a Member of the National Network Organization for Veterans Inc. residing at 1832 Briarwood Dr., Lansing, MI 48917 for the amount of: Ninety-Five Thousand and 00/100 Dollars, ($95,000.00)**

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

**MOTION CARRIED unanimously.**

**Revenue Contract Amended Funding: Michigan Department of Corrections**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Carol Koenig that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the Michigan Department of Corrections contract amendment with the House of Commons in the amount of $40,000. This amended amount brings the authorized spending limit since 2010 of $2,645,568 to $2,685,568. This amount is for the period of 10/1/16 through 12/31/17.**

**MOTION CARRIED unanimously.**

**Revenue Contract Amended Funding: Michigan Department of Corrections – Office**

**of Community Corrections**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Jim Rundborg that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the Michigan Department of Corrections- Office of Community Corrections contract amendment with the House of Commons; which will increase the current contracted amount by $250,000 for the period of 10/1/17 – 9/30/18, bringing the total amount of the contract to $775,000.**

**MOTION CARRIED unanimously.**

**Revenue Contract Renewal: Mid-State Health Network**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with Mid-State Health Network to provide Substance Use Disorder treatment the period of October 1, 2017 through September 30, 2018. The amount of the contract is $444,002 for Cost Reimbursed programs: The Recovery Center, Clinton County Counseling Center and Intensive Case Management. Fee for Service programs are not capitated.**

**MOTION CARRIED unanimously.**

**Revenue Contract Renewal: 55th District Court**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Carol Koenig that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with the 55th District Court to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2017 through September 30, 2018 and receive $280,987.**

**MOTION CARRIED unanimously.**

**Revenue Contract Renewal: 30th Circuit Court**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Jim Rundborg that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with the 30th Circuit Court to provide a .75 FTE Mental Health Therapist and .75 FTE Client Services Specialist and .50 FTE Peer Support Specialist for the Mental Health Court in Ingham County for the period of October 1, 2017 through September 30, 2018 and receive $131,445.**

**MOTION CARRIED unanimously.**

**Expense Contract Amendments**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to:**

**Expense Contract Amendment: Community Living Network**

* **enter into a contract amendment with Community Living Network to purchase Fiscal Intermediary services and reimburse for CLS and Respite services for the period of October 1, 2017 through September 30, 2018, at the rates listed below:**

**Rate Schedule**

|  |
| --- |
| **Fiscal Intermediary**  |
| **Service Description** | **Code** | **Fee** |
| **Enrollment Fee \*** | **T2025** | **$175 onetime fee with payroll****$125 onetime fee without payroll** |
| **FI services for Consumers with 1-2 employees** | **T2025** | **$105/month** |
| **FI services for Consumers with 3-4 employees** | **T2025** | **$120/month** |
| **FI services for Consumers with 5-6 employees** | **T2025** | **$135/month** |
| **FI services for Consumers with 7 or more employees** | **T2025** | **$150/month** |
| **FI monthly service fee for those without payroll:**  | **T2025** | **$60/per consumer/per month** |
| **Family Friend - Respite Only****Enrollment Fee** | **T2025** | **$10/per consumer** **One Time Fee** |
| **Family Friend - Respite Only****Per Transaction/Check Fee** | **T2025** | **$10/per transaction/check\*****Monthly fee dependent on number of checks** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service** | **Code & Modifier** | **15 Min. Unit Rate\*\*** | **Hourly Rate\*\*** | **15 min. Unit****Holiday Rate\*\*** | **Hourly Holiday Rate\*\*** |
| **\*CLS/Respite** **Level 1** | **H2015****T1005****TT** | **$3.88** | **$15.53** | **$5.74** | **$22.96** |
| **\*CLS/Respite** **Level 2 - Specialized** | **H2015****T1005****TT** | **$4.40** | **$17.59** | **$6.55** | **$26.19** |

**\* Rates are dependent on the support needs of the individual served and established by the CMH Level of Care.**

**\*\*Budgets are created off the standard board approved rates above, multiplied by the hours authorized. The reimbursable rate will vary based on the individual budget created through the Self-Determination Arrangement.**

**Expense Contract Amendment: Forster Woods Adult Day Center**

* **enter into a contract with Forster Woods Adult Day Care to purchase Community Living Supports and Respite Services for the period of October 1, 2017 through September 30, 2018 and pay per the rate schedule below.**

**Rate Schedules**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service** | **Code & Modifier** | **15 Min. Unit Rate\*\*** | **Hourly Rate\*\*** | **15 min. Unit****Holiday Rate\*\*** | **Hourly Holiday Rate\*\*** |
| **\*CLS/Respite** **Activity Center** | **H2015****T1005****TT** | **$2.83** | **$11.32** |  |  |
| **\*\*CLS/Respite** **Level 1** | **H2015****T1005****TT** | **$3.88** | **$15.53** | **$5.74** | **$22.96** |
| **\*\*CLS/Respite** **Level 2**  | **H2015****T1005****TT** | **$4.40** | **$17.59** | **$6.55** | **$26.19** |

**\*This provider has a community daytime activity center that provides services at a different rate than our standard rate. Individuals may convert their CLS authorization to utilize it at this daytime activity center at this rate.**

**\*\* Rates are dependent on the support needs of the individual served and established by the CMH Level of Care**

**Expense Contract Amendment: Helping Hands Respite Care**

* **to amend the contract with Helping Hands Respite Care to purchase CLS and Respite Services for the period of October 1, 2017 through September 30, 2018 and pay per the rate schedule below.**

**Rate Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Code & Modifier** | **15 Min. Unit Rate** | **Hourly Rate** |
| **\*CLS/Respite** **LOC of 4** **staff ratio of 4:1** | **H2015****T1005****TT** | **$1.41** | **$5.64** |
| **\*CLS/Respite** **LOC of 3** **staff ratio of 3:1** | **H2015****T1005****TT** | **$1.72** | **$6.88** |
| **\*CLS/Respite** **LOC of 2** **staff ratio of 2:1** | **H2015****T1005****TT** | **$2.03** | **$8.12** |
| **\*\*Respite/CLS** **Adult**  | **H2015****T1005****TT** | **$3.88** | **$15.53** |
| **\*\*Respite/CLS** **Adult** **Holiday Rate** | **H2015****T1005****TT** | **$5.74** | **$22.96** |
| **\*\*Respite/CLS****Adult High Need****Children’s Waiver** | **H2015****T1005****TT** | **$4.40** | **$17.59** |
| **\*\*Respite/CLS****Adult High Need** **Holiday Rate****Children’s Waiver** | **H2015****T1005****TT** | **$6.55** | **$26.19** |
|  |  |  |  |
| **Service** | **Code & Modifier** | **Full Day Per diem** | **Half Day Per Diem** |
| **Per Diem Respite****Client: Staff Ratio** **4:1** | **H0045****TT** | **$45.00** | **$22.50** |
| **Per Diem Respite****Client: Staff Ratio** **3:1** | **H0045****TT** | **$55.00** | **$27.50** |
| **Per Diem Respite****Client: Staff Ratio** **2:1** | **H0045****TT** | **$65.00** | **$32.50** |
|  |  |  |  |
| **Service** | **Code & Modifier** |  | **After School Program** |
| **Per Diem Respite****Client: Staff Ratio** **4:1** | **H0045****TT** |  | **$18.00** |
| **Per Diem Respite****Client: Staff Ratio** **3:1** | **H0045****TT** |  | **$23.00** |
| **Per Diem Respite****Client: Staff Ratio** **2:1** | **H0045****TT** |  | **$26.00** |

**\* Provider offers a discounted rate for individuals that attend their programming at their center.**

**\*\* Rates are dependent on the support needs of the individual served and established by the CMH Level of Care.**

**Expense Contract Amendment: Rainbow Homes**

* **to amend the contract with Rainbow Homes to purchase CLS and Respite Services for the period of October 1, 2017 through September 30, 2018 and pay per the rate schedule below.**

**Rate Schedule (Additional rates for group services being added)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Code & Modifier** | **15 Min. Unit Rate** | **Hourly Rate** |
| **\*CLS/Respite** **Rainbow Level 1** | **H2015****T1005****TT** | **$1.25** | **$5.00** |
| **\*CLS/Respite** **Rainbow Level 2** | **H2015****T1005****TT** | **$1.67** | **$6.68** |
| **\*CLS/Respite** **Rainbow Level 3** | **H2015****T1005****TT** | **$2.10** | **$8.40** |
| **Respite/CLS –****Adult**  | **H2015****T1005****TT** | **$3.88** | **$15.53** |
| **Respite/CLS –****Adult –Holiday** | **H2015****T1005****TT** | **$5.74** | **$22.96** |
| **Respite/CLS-** **Adult High Need** | **H2015****T1005****TT** | **$4.40** | **$17.59** |
| **Respite/CLS- Adult High Need-Holiday** | **H2015****T1005****TT** | **$6.55** | **$26.19** |
| **Respite/CLS – Sleeper** | **H2015****T1005** | **$2.74** | **$10.96** |
|  |  |  |  |
| **Service** | **Code & Modifier** |  | **Per Diem Rate** |
| **Per Diem Respite****Per Diem Level 1 – Day** | **H0045****TT** |  | **$30.00** |
| **Per Diem Respite****Per Diem Level 2 – Day** | **H0045****TT** |  | **$40.00** |
| **Per Diem Respite****Per Diem Level 3 - Day** | **H0045****TT** |  | **$50.00** |
| **Per Diem Respite****Per Diem Level 1 – Night** | **H0045****TT** |  | **$60.00** |
| **Per Diem Respite****Per Diem Level 2 – Night** | **H0045****TT** |  | **$85.00** |
| **Per Diem Respite****Per Diem Level 3 – Night** | **H0045****TT** |  | **$100.00** |

**\*Provider offers a discounted rate for individuals that attend the program for a full day. Rates are dependent on the support needs of the individual served and established by the CMH Level of Care.**

**MOTION CARRIED unanimously.**

**Human Resources Committee**

**Kam Washburn, Chair, HR Committee complimented the HR staff on their presentation this evening and the work they do on a daily basis for the agency.**

**Access Ad Hoc Committee**

**Sara Lurie reported that at the September 25th meeting, Stefanie Zin, Compliance & HIPAA Privacy Officer –Supervisor shared exiting news regarding the extended hours in Access, effective October 2. Access Staff Member will be taking calls until 6:00 p.m. So, instead of having Access Calls routed to ProtoCall Services (our After-Hours Service) at 5:00 p.m., we will now have an Access Staff Member available to take calls until 6:00 p.m. Monday through Friday. Other highlights from the presentation included the Expense Contract Amendment: CLS and Respite Services following:**

* **Expansion of Access Outreach Activities**
* **Activities of the SUD Recovery Coach**
* **Affording Central Access Staff with Ongoing Continuing Education Opportunities**
* **Gaining a Better Understanding of the Outcome of Central Access Screening of Consumers seeking CMH Services**
* **MDHHS’s establishment of a Performance Indicator for the Medicaid HMOs**

**Executive Committee**

**Kay Pray, Board Chair announced that the Executive Committee met on Wednesday, October 18 to review the 2017 Chief Executive Officer Performance Evaluation. The committee authorized the step increase retro actively effective September 21, 2017.**

**Bylaws Ad Hoc Committee**

**Chairperson Kay Pray reported that she spoke with board member, Stephen Manchester and he is planning to attend the November Board of Directors meeting. Mr. Manchester reported that due to recent unforeseen matters he has not been able to actively participate in his full capacity as he has over the past 20 plus years, and is anxious to submit recommendations to the board from the Bylaws Committee.**

**Building & Sites Ad Hoc Committee**

**Due to a water emergency, John Peiffer was unable to present in person at the September meeting. Mr. Peiffer provided the board with the following updates:**

* **Building Expansion Project Accomplishments (June – September 25, 2017),**
* **Review of Contingency, Estimates, and Actual Expenditures, and**
* **Review of Value Engineering Items & Potential Savings.**

**Mr. Peiffer reported that the expansion project is on schedule and noted that the weather conditions have been quite favorable. The construction crew are working diligently to enclose the shell with roofing and framing before the first snow.**

**Old Business**

**None.**

**New Business**

**Operational Values, Procedure 1.1.24**

**ACTION:**

**MOVED by Chris Swope and SUPPORTED by Jim Rundborg that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve policy 1.1.24 Operational Values.**

**ACTION: The Board of Directors requested to receive a summary description in the form of an email in the future in advance for all policies and procedures in preparation of Board discussion.**

**MOTION CARRIED unanimously.**

**Public Comment**

**Elizabeth Pratt shared that the rain may have prevented participation this year (local attendance was down.) This year, Ms. Pratt reported an issue with the bus picking up at CEI due to signage. Channel 10 was on site interviewing walkers. Special thanks to Jerri Nicole Wright for all of her fundraising efforts. Ms. Wright collected over 2,000 in donations.**

**ACTION: John Peiffer, Property and Maintenance Manager has spoken with Clark Construction regarding larger signage at the Battenfield entrance.**

**Adjournment**

**The meeting was adjourned at 7:28 p.m. The next meeting is scheduled for Thursday, November 16, 2017 at CMHA-CEI, G11-C, 812 E. Jolly Road, beginning at 6:00 p.m.**

**Minutes submitted by:**

**Aleshia Y. Echols**

**Executive Administrative Assistant**