



**PROGRAM AND PLANNING COMMITTEE**

**Meeting Minutes**

**Monday, March 10<sup>th</sup>, 2025**

**5:30 p.m.**

**812 E. Jolly Rd, G11-C**

**Lansing, MI 48910**

**Join Zoom Meeting**

<https://zoom.us/j/94026869514>

**Meeting ID: 940 2686 9514**

**Committee Members Present:**

**Al Platt**

**Raul Gonzales**

**Jeanne Pearl-Wright**

**Dianne Holman**

**Jason White**

**Committee Members Excused:**

**Paul Palmer**

**Tim Hanna**

**Staff Present via Zoom**

**Shana Badgley**

**KC Brown**

**Joanne Holland**

**Drew Kersjes**

**Elise Magen**

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Program and Planning Committee Meeting  
March 10<sup>th</sup>, 2025

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

Jennifer Stanley  
Gwenda Summers

**Staff Present In-Person**

Aleshia Echols  
Sara Lurie

**Other Board Members Present:**

None

**Public Present:**

None

**Others Present**

None

**Call to Order:**

The meeting was called to order by Chairperson Raul Gonzales at 5:33 p.m.

**Previous Meeting Minutes:**

MOVED by Al Platt and SUPPORTED by Dianne Holman to approve the Program and Planning Committee meeting minutes of February 10<sup>th</sup>, 2025.

MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Al Platt and SUPPORTED by Jason White to Amend the Meeting March 10<sup>th</sup>, 2025 Meeting Agenda with the addition of the following:

- Walk-in item #8a, entitled: New Expense Contract: Flight Path Creative, LLC

MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None

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Program and Planning Committee Meeting  
March 10<sup>th</sup>, 2025

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

## **BUSINESS ITEMS:**

### **New Expense Contract: Transatlantic Translation Group (TTG)**

#### **ACTION:**

**MOVED** by Al Platt and **SUPPORTED** by Jason White that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into new contract with Transatlantic Translation Group (TTG) to purchase written translation and 24/7 Crisis Interpretation services to assist in communicating clearly with individuals' and families for who have a Non-English Language Preference (NELP), at the rates below for the period of April 1, 2025 to September 30, 2025.

Languages	Translation (MTPE)	24/7 Tel interpreters	24/7 Video interpreters
Spanish	\$ 0.08	\$0.95 per minute	1.65 per minute
Arabic	\$ 0.09	\$1.10 per minute	1.95 per minute
American Sign Language (ASL)	N/A	N/A	1.95 per minute
Korean	\$ 0.11	\$1.10 per minute	1.65 per minute
Pushto	\$ 0.09	\$1.10 per minute	1.65 per minute
Dari	\$ 0.08	\$1.10 per minute	1.65 per minute
Swahili	\$ 0.08	\$1.10 per minute	1.65 per minute
Persian	\$ 0.08	\$1.10 per minute	1.65 per minute
Haitian	\$ 0.11	\$1.10 per minute	1.65 per minute
Mandarin Chinese	\$ 0.08	\$1.10 per minute	1.65 per minute
	No minimum charges	No minimum charges	2 minutes minimum charges

No setup or monthly fees for telephone interpreter accounts

No portal access fees

No project management fees

Monthly invoicing

30-day payment terms

**MOTION CARRIED unanimously.**

### **New Revenue Contract: Ingham County Sheriff Office (ICSO) – Re-Entry COSSUP Grant**

#### **ACTION:**

**MOVED** by Al Platt and **SUPPORTED** by Jason White that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with the Ingham County Sheriff Office to provide follow up care for individuals in Ingham County Jail who are transitioning to the community

and receive approximately \$100,000 annually, not exceeding \$300,000 for the retroactive period of February 1, 2025 through January 31, 2028 for those services.

**MOTION CARRIED unanimously.**

**New Expense Contract: Shanty Creek Resort – Professional Training Site**

**ACTION:**

**MOVED** by Jeanne Pearl-Wright and **SUPPORTED** by Jason White that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract with Shanty Creek Resort and pay no more than \$72,500 for those services for the period of May 5, 2026 through May 7, 2026.

**MOTION CARRIED unanimously.**

**DISCUSSION:**

Families Forward Director, Gwenda Summers shared that CMHA-CEI has a contract with the state to host and implement trainings throughout the state. Members of the P&P Committee were thrilled to hear the CMHA-CEI host and implement independently these types of trainings.

**New Expense Contract: St. Francis Camp on the Lake**

**ACTION:**

**MOVED** by Jason White and **SUPPORTED** by Jeanne Pearl-Wright that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with St. Francis Camp on the Lake to purchase services indicated at the rates below for the period of March 1, 2025 through September 30, 2025.

Service Title	Billing Code	Unit	Rate
Respite Care-Camp Overnight Waiver (week long)  1:1 Staffing	T2036	Per Session	\$1,000.00

Respite Care-Camp Overnight Waiver (week long) 3:1 Staffing	T2036	Per Session	\$950.00
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\*Max of 3 sessions per year up to \$1,400 per session.

**MOTION CARRIED unanimously.**

**DISCUSSION:**

Director, Families Forward, Gwenda Summers reported this contract is a for a new camp for youth with serious emotional instances, and is located at Jerome, Michigan, advising that CMHA-CEI is contractually obligated to pay expenses for youth if the youth is on a SED Waiver as part of the Waiver program and that this camp is being funded with Medicaid funds under the SED Waiver for those services that are deemed medically necessary this service is consider respite and is very therapeutic and assists with practicing skills.

Committee member, Jeanne Pearl-Wright inquired as to how many kids attend and how many camp sessions are offered? Gwenda Summers advised that most camps have weekly camps throughout the summer and winter and are quite large. Youth can qualify to attend up to twice per year.

**New Expense Contract: Flight Path Creative, LLC**

**ACTION:**

MOVED by Al Platt and SUPPORTED by Jason White that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract with Flight Path Creative, LLC and pay \$24,500.00 for design and development of a new website. Annual ongoing costs include a \$600 for maintenance and hosting and a \$500 -\$1000 ADA compliance audit fee.

**MOTION CARRIED unanimously.**

## **DISCUSSION:**

Joanne Holland shared that after reviewing many healthcare sites and meeting with three separate Michigan based on the current CMHA-CEI website was launched in 2011 and uses Joomla as its content management system (CMS). The current site is outdated and difficult to navigate. Joomla is also complex to use and keep up to date due to the number of plug-ins it requires. Goals were established for a new site, which included:

- Modern look and feel
- Ease of navigation
- A responsive user interface, i.e. easily viewed on a tablet or cell phone.
- Migration of existing content and functionality
- Ability to update content add documents in house
- Usable search
- ADA compliant

vendors, Flight Path Creative was selected at the best fit to meet our project goals.

This contract with Flight Path Creative will cover the design and development of a new public website for CMHA-CEI. The project will be broken into 5 phases:

Phase 1: Discovery and Initial Setup

Phase 2: Website Design and Development

Phase 3: Content Management System Training and Content Migration

Phase 4: Website Testing & Deployment

Phase 5: Launch & Post-Launch Support

The project will take approximately 4 months to complete.

## **Unfinished Business**

### **a. Crisis Stabilization Unit Update**

Sara Lurie shared that on last Saturday she presented the most recent iteration of the Crisis Stabilization Unit PowerPoint. Goals of the PowerPoint included:

- What is the Crisis Care Center and what services it will house?
- Share information with grass root organizations and neighbors so they are excited to welcome Crisis Stabilization Unit to the area

- Highlight what a behavioral health crisis is sharing that it is a common crisis situation, but noting that individuals define what a crisis is for them.
- Who we Are
- What We Do
- Purpose is to fill existing gaps in the behavioral health information system highlighting that the emergency rooms are not equipped to handle volume
- Answer any questions participants may have regarding the new Crisis Stabilization Unit.

CEO Lurie, also shared that she encouraged attendees to reach out to Representative Barrett's office regarding support of Medicaid.

CEO Lurie, shared that our goal will be to target immediate areas directly around the new campus to promote, reported that there are five other representatives who will be trained to present the new Crisis Care Center PowerPoint in addition to herself. However, she wanted to be the first to present to see what areas may need to be revised before rolling out to the other presenters.

**ACTION:** Committee member, Jeanne Pearl-Wright suggested contacting Angela Whitwere to identify present at one of her upcoming community meetings. CEO, Lurie will look into this as we begin to roll it out to the community. However, for right now noted that we would like to focus on the immediate surrounding area for the new Crisis Care Center.

CEO Lurie, reported that there are some horizontal pipes that had to be added to the project so that we can avoid future plumbing problems. Most of the work that has been completed at this point has been inside work due to the weather. However, with warmer weather being reported, outside work to replace the roof and begin demolition near the area where the emergency responders come in, in the back where the sally port is located, will begin being scheduled, reporting that John Peiffer, Facilities Supervisor; Sue Panetta, Chief Financial Officer; are scheduled to join her for a walk thru next week prior to authorizing further payments.

**ACTION:** Once we are a little bit further into construction and renovation a walk through will be scheduled for Directors and Board members.

### New Business

None

**Public Comment**

None

The meeting was adjourned at 6:18 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, April 14<sup>th</sup>, 2025 at 5:30pm, 812 E. Jolly Rd, conference room G11-C.

Minutes Submitted by:

Aleshia Echols

Executive Administrative Assistant