



Program and Planning Committee Members

Raul Gonzales, Chairperson
Al Platt, Vice Chairperson
Jason White
Jeanne Pearl-Wright
Tim Hanna
Dianne Holman
Paul Palmer

PROGRAM & PLANNING COMMITTEE AGENDA

Monday, March 10th, 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

***Action Items**

- 1. Call to Order**
- 2. Previous Meeting Minutes – February 10th, 2025**
- 3. Adoption of Agenda**
- 4. Public Comment on Agenda Items**

PROGRAM AND PLANNING COMMITTEE BUSINESS ITEMS:

- *5. New Expense Contract: Transatlantic Translation Group (TTG) – Elise Magen**
- *6. New Revenue Contract: Ingham County Sheriff Office (ICSO) – Re-Entry COSSUP Grant – KC Brown**
- *7. New Expense Contract: Shanty Creek Resort – Gwenda Summers**
- *8. New Expense Contract: St. Francis Camp on the Lake – Gwenda Summers**
- 9. Unfinished Business**
 - a. Crisis Stabilization Unit Update**
- 10. New Business**

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.

11. Public Comment

12. Adjournment



PROGRAM AND PLANNING COMMITTEE

Meeting Minutes

Monday, February 10th, 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

Darby Vermeulen, Sara Lurie, Drew Kersjes, Elise Magen, Bradley Allen, KC Brown, Dr. Jennifer Stanley

Other Board Members Present:

Dwight Washington, via Zoom

Program and Planning Committee Meeting
February 10th, 2025

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

Public Present:

None

Others Present

None

Call to Order:

The meeting was called to order by Chairperson Raul Gonzales at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Jeanne Pearl-Wright and SUPPORTED by Al Platt to approve the Program and Planning Committee meeting minutes of January 13, 2025.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Jeanne Pearl-Wright and SUPPORTED by Jason White to adopt the agenda of February 10th, 2025 with the addition of walk-in item #6b, "CMHA-CEI Consumer Advisory Council Recommended Appointee" presented by Elise Magen.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

2025 CMHA-CEI Quality Improvement Program Plan,
2024 Quality Improvement Program Plan Effectiveness Report
2025 Mid-State Health Network Quality Assessment and
Performance Improvement Program and the
2024 Annual Effectiveness and Evaluation Report

Elise Magen presented these items. We are required by the State and the PIHP to have a quality plan, and the effectiveness report looks back at a year's time to see how CEI did as far as quality measures. Elise said we started up Safety Committee

once again and created a Threat Assessment workgroup. There is info in the plan on this new workgroup.

Elise briefly shared the contents of each plan and report for new Board member Jeanne Pearl-Wright.

ACTION:

- **MOVED by Al Platt and SUPPORTED by Jeanne Pearl-Wright that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to approve the adoption of the 2025 CMHA-CEI Quality Improvement Program Plan and the 2024 Quality Improvement Program Plan Effectiveness Report.**
- **The Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the adoption of the 2025 Mid-State Health Network Quality Assessment and Performance Improvement Program and the 2024 Annual Effectiveness and Evaluation Report**

MOTION CARRIED unanimously.

New Expense Contract: Trusted Translation

Elise Magen presented this item for a new translation company. We currently have a contract with 7CLingo for oral and written translation, but this new company will provide quicker written translations. We will continue to use 7CLingo as they are a Michigan-based company.

ACTION:

MOVED by Jason White and SUPPORTED by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with Trusted Translations to purchase written translation services to assist in communicating clearly with individuals' and families who have a Non-English Language Preference (NELP) at the rates below for the period of March 1, 2025 through September 31, 2025.

Service Description	Unit	Rate*
Spanish Translation	Word	\$0.12
Arabic Translation	Word	\$0.17
Other languages	Word	TBD depending on client request/need

*provides 75% discount for repetitions

MOTION CARRIED unanimously.

CMHA-CEI Consumer Advisory Council Recommended Appointee

Elise presented this item for a new CAC appointee. The CAC provided very good feedback on Taperra's interview.

ACTION:

MOVED by Jeanne Pearl-Wright and **SUPPORTED** by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to appoint the following individual named to serve as members of the Consumer Advisory Council.

- Taperra Riddle, for a 2-year term, to expire on 3/31/2027

MOTION CARRIED unanimously.

New Expense Contract: Henry Ford Behavioral Health Hospital

Shana Badgley presented this item for a new psychiatric hospital option. This hospital is located in West Bloomfield. Shana is hopeful our community can add beds soon so we don't have to send folks out of town for placement.

ACTION:

MOVED by Al Platt 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 Henry Ford Behavioral Health Hospital to purchase

hospital services at the rates indicated below for the period of March 1, 2025 through September 30, 2025.

CPT Code	Service		Rate
0100	Inpatient Care: Children (ages 5 and up), Adolescent, Adult and Geriatric (All Inclusive).	Per Diem	\$1,250
0100	1:1 Enhanced*	Per Diem	\$1,450

*On rare occasions, consumers may be admitted to the hospital who require substantially higher amounts of one to one staffing than is typical, due to highly aggressive or self-injurious behavior. Payor shall prior authorize up to two days Enhanced Staffing Inpatient Psychiatric Services for Consumers in this situation on a case by case basis. Criteria for Enhanced Staff Inpatient Psychiatric Services are as follows:

1. The Consumer must meet all of the Inpatient Admission Certification Criteria listed above (Diagnosis, Severity of Illness, and Intensity of Service).
2. The Consumer is failing at least restrictive placement despite active treatment, with no expectation of improvement in a timely manner, combined with risk factors to Customers or Hospital such as: Swallowing behavior on unit, aggression towards others, and/or extreme property destruction at such a level that Consumer requires constant attention from staff in order to prevent self-harm, harm others, or extreme property destruction.

MOTION CARRIED unanimously.

New Revenue Contract: Ingham County 911 Central Dispatch (Full-Time Crisis Call Taker Services)

Shana Badgley said she and Sara Lurie were approached by dispatch in Ingham County regarding the funding of two Mental Health Therapist positions to assist with 911 mental health calls. This is an exciting new project! Shana said the positions will likely be covering 10am to 10pm 7 days a week. Sara is hoping this will reduce the need to deploy police and EMT to each call and to send a mobile crisis team from CEI instead. Shana said CEI and the county have been working behind the scenes on this project for several months. She thinks we are still 8-12 weeks out from someone starting in this position.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to

Program and Planning Committee Meeting
February 10th, 2025

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

enter into a new contract with the Ingham County 9-1-1 Central Dispatch to provide the clinical support at the 9-1-1 Call Center for the retroactive period of January 1, 2025 through December 31, 2025 and receive up to \$309,012.00.

MOTION CARRIED unanimously.

New Expense Contract: Anikare Inc.

Drew Kersjes presented this new contract for CLS services. This individual we support out of county will be able to move to a fewer-bed facility with this contract.

ACTION:

MOVED by Al Platt 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 Anikare Inc. to purchase Community Living Supports at the rates below for the period of February 1, 2025 through September 30, 2025.

Fee Schedule				
Service Description	Billing Code	Modifiers	Unit	Rate
Community Living Supports	H2015	UN/UP/UQ/ UR/US	15 Minute	\$9.12
Overnight Health and Safety	T2027	UN/UP/UQ/ UR/US	15 Minutes	\$9.12

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

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

MOTION CARRIED unanimously.

New Expense Contract: Mercy Plus Healthcare

Drew Kersjes presented this new contract for ABA services. He noted that the number of folks receiving autism services continues to increase.

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 Mercy Plus Healthcare to provide the services at the rates listed below, for the period of February 1, 2025 through September 30, 2025.

ABA Service Rates									
Code	Modifier	Service Description	Reporting Units	Provider Type	BCBA	BCaBA	QBHP	LP/LLP	BT
97151	AH, HN, HO, HP, U5	ABA Behavior Identification Assessment	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
0362T	AF, AG, AH, HN, HO, HP, SA	ABA Behavioral Follow-up Assessment	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97153	AF, AG, AH, HM, HN, HO, HP, SA, TD, U7	ABA Adaptive Behavior Treatment, individual	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$16.01	\$16.01	\$16.01		\$14.14
97154	AF, AG, AH, HM, HN, HO, HP, TD, SA, UN, UP, UQ, UR, US, U7	ABA Group Adaptive Behavior Treatment	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$5.30	\$5.30	\$5.30		\$4.94
97155	AH, HN, HO, HP, AF, AG, SA	ABA Clinical Observation and Direction of Adaptive Behavior Treatment	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00		
97156	AH, HN, HO, HP, AF, AG, SA	ABA Family Behavior Treatment Guidance	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00		

Program and Planning Committee Meeting
February 10th, 2025

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

97157	AH, HN, HO, HP, AF, AG, SA, UN, UP, UQ, UR, US	ABA Multiple Family Behavior Treatment Guidance	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$12.00	\$8.50	\$12.00		
97158	AH, HN, HO, HP, AF, AG, SA, UN, UP, UQ, UR, US	ABA Adaptive Behavior Treatment Social Skills Group	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$8.57	\$6.07	\$8.57		
0373T	AF, AG, AH, HM, HN, HO, HP, SA	ABA Exposure Adaptive Behavior Treatment	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$31.01	\$22.26	\$31.01		\$28.51

MOTION CARRIED unanimously.

New Revenue Contract: Ingham County Health Department (ICHHD) - Opioid Crisis Response Grant

KC Brown presented this new contract for a part-time Peer Recovery Coach. The goal would be to respond in 24-72 hours to nonfatal overdoses within the community to connect or reconnect folks with services and resources to aid in recovery. Dianne asked where the funding comes from? Sara said this is money from the Opioid settlement from the various companies required to provide the funds as part of the settlement.

ACTION:

MOVED by Al Platt 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 the Ingham County Health Department to provide follow up care for individuals in Ingham County who had a nonfatal overdose and receive \$77,718.00 for the retroactive period of January 1, 2025 through December 31, 2026 for those services.

Program and Planning Committee Meeting
February 10th, 2025

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

MOTION CARRIED unanimously.

Unfinished Business

a. Crisis Stabilization Unit Update

Sara said the demolition at the Greenlawn campus is moving along nicely. Later this week, John Peiffer, Sara and Sue Panetta are going to complete a walk-through to verify the amount of work completed thus far. John is attending all of the Ingham County Building Authority meetings. Sara hopes we won't be hit with tariff-related adjustments as the project moves forward.

Sara said the certification requirements will be going out for public comment very soon; after that, they go to the legislature for official approval. Piper and Gold are working on the logo – they brought ideas to the CAC and received good feedback. They are also working on a community presentation for the surrounding Greenlawn neighborhood. Directors are working on job descriptions. We are hoping to get nurses in early to begin training in Crisis Services. This way we can be sure to spend the grant money that expires at the end of this year.

Sara sent Board members an email today regarding advocacy requests and information from a national policy briefing she participated in.

New Business

Dwight Washington wanted to thank Sara for sending along the Medicaid advocacy information to the Board.

Dwight then mentioned that Clinton County is planning to dispense Opioid settlement dollars and he would like to have a coordinated approach between all three counties. Sara said this was discussed at a previous meeting, but all counties felt they had to focus on their own counties' needs. Ingham County has done a lot of strategic planning on how to spend the money, but she's unsure of Clinton County's plan. Dwight said it would be a good time for Sara to reach out to Clinton County to ask about their plans for this money.

Dwight then noted that there seems to be an increase in mental health issues in Clinton County and he's hearing that folks are looking for services for physical and

mental health. Sara said she can have a discussion with Dwight on how to best connect these folks.

Raul wanted to say that Daniel Arnold did a presentation at last week's conference and he did a great job!

Public Comment

None

The meeting was adjourned at 6:28 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, March 10th, 2025 at 5:30pm, 812 E. Jolly Rd, conference room G11-C.

Minutes Submitted by:

Darby Vermeulen

Finance Administrative Assistant



Agenda Item: Program and Planning Committee
Agenda Item #P-5

Month, Year: March, 2025

Major Program: Quality, Customer Service, Recipient Rights (QCSRR)

Component Program: Customer Service

Agenda Item Title: New Expense Contract: Transatlantic Translation Group (TTG)

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase written translation and 24/7 Crisis Interpretation services for on-demand needs to assist in communicating clearly with individuals' and families for who have a Non-English Language Preference (NELP). This service will be purchased from Transatlantic Translation Group (TTG) in Rye, New York and agrees to pay rates that are listed below for the period of April 1, 2025 through September 30, 2025.

The revenue and expense of this contract are reflected in CMHA-CEI's FY25 budget. Each department utilizing this service will transfer budgeted money from their Contract Interpreter account as needed for this service. The revenue sources that support this contract are state general funds, Medicaid, or local funding sources. This contract does not cover the administrative costs incurred with the operation of this program. Interpretive services are governed by the Mental Health Code, the Michigan Department of Health and Human Services rules, regulations and standards, the MDHHS/CMHSP Master Contract for General Funds, the MDHHS/PIHP Master Contract for Medicaid Funds, Meaningful Language Access to State Services ACT of 2023 and applicable State and Federal laws, including the Balanced Budget Act of 1997.

This contract will not affect CMHA-CEI's fund balance.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT

Transatlantic Translation Group (TTG) will perform or translation services of written translation and 24/7 Crisis Interpretation services, on a scheduled basis to assist CMHA-CEI employees in communicating clearly with consumers and families for whom who have a Non-English Language Preference (NELP).

STAFF RECOMMENDATION:

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

The Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties 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



Agenda Item: Program and Planning
Agenda Item #P-6

Month, Year: March, 2025

Major Program: Integrated Treatment and Recovery Services (ITRS)

Component Program: Corrections Assessment and Treatment Services (CATS)

Agenda Item Title: New Revenue Contract: Ingham County Sheriff Office
(ICSO) – Re-Entry COSSUP Grant

SUMMARY OF CONTRACT/PROPOSAL:

Under this new revenue contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will provide follow up care for individuals in the 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.

The revenue and expense of this contract are not reflected in CMHA-CEI's FY25 budget. The revenue source that supports this contract is Ingham County Resolution to Adopt the Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP) Grant. The expenses of this contract are reflected in cost center 26119 of the Integrated Treatment & Recovery Services budget. This contract does not cover the administrative costs incurred with the operation of this program. In this collaborative initiative administrative costs such as supervision and office space will be shared between the Ingham County Sheriff Office and CMHA-CEI.

This is an opportunity intends to enhance current prevention and treatment efforts by standing up a collaborative, multi-disciplinary Release Coordination Team within the Ingham County Jail that will provide comprehensive substance use screenings, service assessments, referrals, navigation support and transfers to appropriate settings during pre-booking, booking, pre-trial, sentencing, incarceration, release and/or re-entry with a goal of creating access to therapeutic, re-entry and recovery supports within Ingham County criminal justice systems. This contract will affect CMHA-CEI's fund balance.

**DESCRIPTION OF GOODS OR SERVICES REFERENCED IN
CONTRACT/PROPOSAL:**

This is a long-standing partnership through Ingham County Sheriff Office. The purpose of this agreement will be for CMHA-CEI to create one (1) FTE Client Service Specialist position to expand the current activities and capacity of the Ingham County Re-Entry team by coordinating care, providing case management services as well as to act as a liaison with CMHA-CEI services for individuals not already linked to jail programming services in relation to community re-entry needs.

STAFF RECOMMENDATION:

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

The Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties 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.



Agenda Item: Program and Planning Committee
Agenda Item #P-7

Month, Year: March, 2025

Major Program: Families Forward

Component Program: Children's Trauma Initiative (TF-CBT grant)

Agenda Item Title: New Expense Contract: Shanty Creek Resort

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, Ingham Counties will purchase services from Shanty Creek Resort to utilize their venue location to host the annual MDHHS Statewide Joint PMTO and Trauma Conference on May 5-7, 2026. CMHA-CEI will pay no more than \$72,500 for these services.

The budget amount was built based on previous expenditures on behalf of this event, along with anticipated expense increases related to inflation, an increase in attendees, etc. This is subject to change based on actual billing. Changes will be reflected in the MDHHS requested amendment that will be completed in May of 2026. Expenses from this contract are reflected in CMHA-CEI's FY25 (on behalf of a required venue deposit) and FY26 budgets. The revenue sources that support this contract are federal block grant dollars. Indirect costs are reimbursed at 10.00% for FY 2025 and 15% for FY 2026.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

Shanty Creek Resort will be the host site for the FY 2026 MDHHS Statewide Joint PMTO and Trauma Conference and provide conference room space and meals.

STAFF RECOMMENDATIONS:

The Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties 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.



Agenda Item: Program and Planning Committee
Agenda Item #P-8

Month, Year: March, 2025

Major Program: Families Forward

Component Program: Wraparound

Agenda Item Title: New Expense Contract: St. Francis Camp on the Lake

SUMMARY OF CONTRACT/PROPOSAL:

Under this new contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase Therapeutic Overnight Camp services for the period of March 1, 2025 through September 30, 2025 from St. Francis Camp on the Lake at the rates listed below.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2025 budget. The revenue sources that support this contract are from Medicaid and the State Plan. The expenses of this contract are reflected primarily 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 Program and Planning Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

The Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties 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

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



Agenda Item: Program and Planning Committee
Walk-In

Month, Year: March, 2025

Major Program: Information Services

Component Program: All

Agenda Item Title: New Expense Contract: Flight Path Creative, LLC

SUMMARY OF CONTRACT/PROPOSAL:

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will enter into a contract for design and development of a new website and pay \$24,500.00 for that work. Ongoing costs include an annual \$600 maintenance and hosting fee. The process of auditing the website for ADA compliance is typically conducted once per year at a cost of \$500-\$1000. The ADA audit cost will vary based on hours, typically 4 to 8, and is dependent on the number of pages on the completed website.

The revenue and expense of this contract are reflected in CMHA-CEI's FY2025 budget. Because this is an indirect expense, all revenue sources support this contract. The expenses of this contract are reflected in the Administrative Contract 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:

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

After reviewing many healthcare sites and meeting with three separate Michigan based 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 four months to complete.

STAFF RECOMMENDATION:

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

The Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties 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.