



Program and Planning Committee Members

Raul Gonzales, Chairperson  
Al Platt, Vice Chairperson  
Jason White  
Joe Brehler  
Tim Hanna  
Dianne Holman  
Paul Palmer

**PROGRAM & PLANNING COMMITTEE AGENDA**

**Monday, July 8<sup>th</sup>, 2024**

**5:30 p.m.**

**812 E. Jolly Rd, Atrium**

**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 – June 12<sup>th</sup>, 2024**
- 3. Adoption of Agenda**
- 4. Public Comment on Agenda Items**

**PROGRAM AND PLANNING COMMITTEE BUSINESS ITEMS:**

- \*5. New Expense Contract: HMCo – Environmental Modification, Children’s Supports Waiver – John Peiffer**
- \*6. New Expense Contract: Zoe AFC, LLC – Karla Block**
- \*7. New Expense Contract: Gage Consulting for Challenging Behavior, LLC – Shana Badgley**
- \*8. New Expense Contract: Hillsdale Hospital – Shana Badgley**
- 9. Unfinished Business**
- 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 and FINANCE COMMITTEE**

**Meeting Minutes**

**Wednesday, June 12<sup>th</sup>, 2023**

**5:30 p.m.**

**812 E. Jolly Rd, Atrium**

**Lansing, MI 48910**

**Join Zoom Meeting**

**<https://zoom.us/j/98547470124>**

**Meeting ID: 985 4747 0124**

**Committee Members Present:**

**Raul Gonzales**

**Tim Hanna**

**Joe Brehler**

**Al Platt**

**Paula Yensen**

**Paul Palmer, South Lansing, Ingham County, MI**

**Dwight Washington**

**Committee Members Excused:**

**Ryan Sebolt**

**Dianne Holman**

**Jason White**

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Program and Planning and Finance Committee Meeting  
June 12<sup>th</sup>, 2024

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

**Staff Present**

Darby Vermeulen, Sara Lurie, Sue Panetta, John Peiffer, Joanne Holland, Shana Badgley, Jana Baylis

**Other Board Members Present:**

None

**Public Present:**

Sharon Taylor – Local 459, Alex Ford – Local 459

**Others Present**

None

**Call to Order:**

The meeting was called to order by Chairperson Tim Hanna at 5:30 p.m.

**Previous Meeting Minutes:**

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales to approve the Program and Planning Committee meeting minutes of May 13<sup>th</sup>, 2024, and the Finance Committee meeting minutes of May 8<sup>th</sup>, 2024.

MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Paula Yensen and SUPPORTED by Raul Gonzales to adopt the agenda of June 12<sup>th</sup>, 2024.

MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None

**PROGRAM & PLANNING BUSINESS ITEMS:**

**New Expense Contract: Kellogg Hotel & Conference Center**

Sara Lurie presented this item in Gwenda Summers' absence. She noted that one

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Program and Planning and Finance Committee Meeting  
June 12<sup>th</sup>, 2024

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

project we take on for the state involves the state children’s conference. This is a large conference that takes place at the Kellogg Center. The cost of the contract is an estimate based on past conferences we have held there.

**ACTION:**

**MOVED** by Joe Brehler 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 contract with Kellogg Hotel & Conference Center and pay no more than \$84,500 for those services for the period of May 5, 2025 through May 7, 2025.

**MOTION CARRIED** unanimously.

**New Expense Contracts**

**MOVED** by Raul Gonzales and **SUPPORTED** by Al Platt that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following new expense contracts based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

**New Expense Contract: Andy Venn (Residential Type A)**

This new contract is for an additional AFC to add to CEI’s roster and is for the period of April 1, 2024 through September 30, 2024.

| Facility(ies)     |                                     |                |
|-------------------|-------------------------------------|----------------|
| Name              | Address                             | License Number |
| Magnify Home Care | 1726 Teel Ave<br>Lansing, MI 48910  | AS330417322    |
| Glorify AFC Home  | 1728 Teel Ave<br>Lansing , MI 48910 | AS330418049    |

| Fee Schedule |
|--------------|
|--------------|

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Program and Planning and Finance Committee Meeting  
June 12<sup>th</sup>, 2024

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

| Service Level | Service Description   | Billing Code | Unit     | Rate     |
|---------------|---|--------------|----------|----------|
| Level II A    | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020  | Per Diem | \$132.08 |
| Level II AA   | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020  | Per Diem | \$155.39 |
| Level II AAA  | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020  | Per Diem | \$178.70 |

**New Expense Contract: Muse Berhe (Residential Type A)**

Shana Badgley presented this contract for a new AFC home for the contract term of May 1, 2024 through September 30, 2024.

| Facility(ies) |                                      |                |
|---------------|--------------------------------------|----------------|
| Name          | Address                              | License Number |
| Senay AFC     | 4901 Tressa Dr.<br>Lansing, MI 48910 | AS330417936    |

| Fee Schedule  |   |              |          |          |
|---------------|---|--------------|----------|----------|
| Service Level | Service Description                                     | Billing Code | Unit     | Rate     |
| Level II A    | Community Living Supports and Personal Care in Licensed | H2016/T1020  | Per Diem | \$132.08 |

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Program and Planning and Finance Committee Meeting  
June 12<sup>th</sup>, 2024

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

|              |   |             |          |          |
|--------------|---|-------------|----------|----------|
|              | Specialized Residential Setting   |             |          |          |
| Level II AA  | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020 | Per Diem | \$155.39 |
| Level II AAA | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020 | Per Diem | \$178.70 |

**MOTION CARRIED unanimously.**

**New Expense Contract: Piper & Gold Public Relations, LLC**

**Sara presented this new contract. CEI put out a request for proposal for a public relations firm for the new Crisis Stabilization Unit. We received a lot of great responses. As a result of the RFP, we selected Piper & Gold Public Relations.**

**Dwight Washington entered the meeting at 5:35 pm.**

**One of the first projects P&G are taking on is creating a new brand for the CSU that differentiates itself from the rest of the CMHA-CEI branding. The first step is to gather feedback from neighbors that live in the Greenlawn campus. Once the first portion of the work is completed, another contract will be presented for next fiscal year.**

**Joe Brehler said he has had extensive experience with P&G and they are very thorough. They show imagination and Joe believes they would do a very good job on the CSU project.**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with Piper & Gold Public Relations, LLC to provide public relations and branding services related to the new Crisis Stabilization Center from June 1, 2024 through September 30, 2024 in the amount of \$51,000.

**MOTION CARRIED** unanimously.

**Unfinished Business**

None

**New Business**

None

**Public Comment**

None

**FINANCE BUSINESS ITEMS:**

**Revenue Lease Contract Extensions: Type B Group Homes, Service Providers**

John Peiffer said these leases have been revised to extend through the end of the fiscal year.

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Tim Hanna that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to extend the existing leases with addendums to lease property (as Landlord) to Type B Service Provider's (as Tenant) for them to occupy (29) CMHA-CEI property locations for an additional period through September 30, 2024 at the rental rates as indicated in the attached spreadsheet which includes: Property Name, Address, Type B Service Provider Name, and Lease Revenue amount by Month.

Should either party (CMHA-CEI or the Type B Service Provider) decide to terminate the Type B Service Provider Contract, the lease will be terminated.



**MOTION CARRIED unanimously.**

**Revenue Contract Renewal: Professional Consulting Services**

**Shana Badgley presented this renewal contract with Professional Consulting Services.**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Joe Brehler that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract renewal with Professional Consulting Services to provide a full array of adult mental health services to adults with serious and persistent mental illness in support of the Michigan Prisoner Re-Entry Initiative (MPRI), Michigan Department of Corrections (MDOC)/Re-Entry Project for Offenders with Special Needs for the retroactive period of October 1, 2023 to August 31, 2024 and receive reimbursement for services, per the DOC schedule of fees for those services below.**

| Code     | Professional Consulting Services Description | Unit       | Rate     |
|----------|--|------------|----------|
| 90791    | Psychiatric Evaluation                       | encounter  | \$192.12 |
| 90832    | Individual Therapy-half                      | encounter  | \$50.66  |
| 90834    | Individual Therapy                           | encounter  | \$101.33 |
| 90853    | Group Therapy                                | hour       | \$51.02  |
| 96101    | Psychological Testing                        | hour       | \$91.47  |
| 99212    | Medication Review (10 minutes)               | event      | \$40.42  |
| 99213    | Medication Review (15 minutes)               | event      | \$55.38  |
| 99214    | Medication Review (25 minutes)               | event      | \$80.84  |
| 99215    | Medication Review (40 minutes)               | event      | \$154.83 |
| H0031    | Psychosocial assessment/Treatment Planning   | encounter  | \$250.00 |
| H0032 HE | Treatment Planning                           | encounter  | \$80.00  |
| H0038    | Mentoring                                    | month      | \$100.00 |
| H2015    | Community Living Supports (community based)  | 15 minutes | \$7.95   |
| H2023    | Supported Employment                         | 15 minutes | \$25.33  |
| T1016    | Supports Coordination                        | 15 minutes | \$42.00  |
| T1017    | Targeted Case Management                     | 15 minutes | \$42.00  |

**MOTION CARRIED unanimously.**

#### **Expense Contract Renewals**

**MOVED** by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following expense contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

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Program and Planning and Finance Committee Meeting  
June 12<sup>th</sup>, 2024

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

**Expense Contract Renewal: Insight**

Under this contract renewal, CMHA-CEI will enter into a contract with Insight for BitDefender licenses and maintenance for the period of July 13, 2024 through July 13<sup>th</sup>, 2027 and pay \$35,460 for that maintenance.

**Expense Contract Renewal: Service Express**

Joanne Holland presented this contract renewal with Service Express for the period of July 1, 2024 through June 30, 2025. CMHA-CEI will pay \$46,988.76 for their services.

**MOTION CARRIED unanimously**

**Acceptance of Budget Principles and Budget Development Calendar for Fiscal Year 2024/2025**

Sue Panetta noted there have been no changes to the budget principles from last year. She provided a brief review of how the budgeting process works for new Board member Paula Yensen, who has yet to go through the budget process at CEI. Discussion ensued about the Budget Hearing in August and attendance issues in the past and how to better get the word out.

Sue then reviewed the budget development calendar. Sue noted that the issue that usually holds the budget up is not receiving rates from the State, as happened last year. She hopes this does not happen again this year.

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Al Platt that the Finance Committee of the CMHA-CEI Board of Directors accept the budget principles and budget development calendar for fiscal year 2024/2025.

**MOTION CARRIED unanimously.**

**Unfinished Business**

**None**

**New Business**

**None**

**Public Comment:**

**None**

**The meeting was adjourned at 5:55 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, July 8<sup>th</sup>, 2024 at 5:30pm, 812 E. Jolly Rd, Atrium and the next regularly scheduled Finance Committee meeting is Wednesday, July 10<sup>th</sup>, 2024 at 5:30pm, 812 E. Jolly Rd, Atrium.**

**Minutes Submitted by:**

**Darby Vermeulen**

**Finance Administrative Assistant**



**Agenda Item:** Program/Planning Committee  
Agenda Item #P-5

**Month, Year:** July, 2024

**Major Program:** Community Services for the Developmentally Disabled (CSDD)

**Component Program:** Life Consultation

**Agenda Item Title:** New Expense Contract: HMCo – Environmental Modification,  
Children’s Supports Waiver

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this expense contract, CMHA-CEI will contract with HMCo P.O. Box 4883, East Lansing MI 48823 for the total costs identified below for environmental modifications to begin August 5, 2024 and to be completed by September 30, 2024.

The expense of this contract is reflected in CMHA-CEIs FY 2024 budget. The revenue source that supports this contract is Children’s Supports Waiver. The expense of this contract is reflected in the Children’s Supports Waiver line item of the Alternative Services budget. This contract covers the administrative costs incurred with the operation of this program and will not affect CMHA-CEIs fund balance.

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

The Children's Supports Waiver funds environmental modifications. These adaptations ensure the health, safety, and welfare of the Consumer, allowing for greater independence and potentially preventing the need for institutionalization. Modifications must not be covered by other insurance or funding sources.

**This contract specifically funds the following bathroom / hallway modifications:**

- Demolition of existing bathroom materials.
- Installation of an ADA-approved barrier free tiled shower/ flooring, ceiling mounted shower curtain, ADA safety grab bars and plumbing.
- Installation of Electrical – approved LED lighting and LED heated bath fan/light combo.

- Construction of a floor-to-ceiling tiled shower with a new waterproof membrane (as outlined in the original CMHA\_CEI scope of work).
- Widen consumer doors and install corner guards

**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 expense contract with HMCo (P.O. Box 4883, East Lansing MI 48823) for the following environmental modifications to begin August 5, 2024 and to be completed by September 30, 2024.

| <b><u>RATE SCHEDULE:</u></b>      |         |                 |                              |             |
|-----------------------------------|---------|-----------------|------------------------------|-------------|
| Service                           | Company | Code & Modifier | Rate                         | Unit        |
| Environmental Modification (CSWS) | HMCo    | 55165           | Not to exceed<br>\$36,529.75 | Per Service |



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

**Month, Year:** July, 2024

**Major Program:** Community Services for the Developmentally Disabled  
(CSDD)

**Component Program:** Residential

**Agenda Item Title:** New Expense Contract: Zoe AFC, LLC

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this new contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase specialized residential services from the adult foster care provider listed below for the retroactive period of June 1, 2024 through September 30, 2025. The effective date of this contract is contingent upon LARA AFC licensure and HCBS approval.

Zoe AFC LLC: 4716 Omar Drive, Lansing, MI 48917  
License #: AS230418137

The expense of this contract is reflected in CMHA-CEI's FY 2024-25 budget. The revenue sources that support the contract are Medicaid, Healthy Michigan Plan (HMP), Habilitative Supports Waiver (HSW), Medicaid Spend-down/Deductible, State General fund dollars and other Community Mental Health Services Programs (CMHSP) through County of Financial Responsibility (COFR) agreements, and Local funding. The expense of the contract is reflected in the various contract residential line items of the AMHS and CSDD residential budgets. The contract will not affect CMHA-CEI's fund balance.

**SUMMARY OF GOODS OR SERVICES REFERENCED IN THE CONTRACT/PROPOSAL:**

Services provided under this contract include a range of residential care to MI and DD adults defined by one of three levels of service intensity. Overall, the provider is reimbursed at the same rate for each level of care. Occasionally, rates are supplemented to reflect additional costs such as day treatment transportation or an exceptional level of

care based on consumer needs.

**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 Zoe AFC, LLC, including the provider's licensed Adult Foster Care facilities as requested and approved by management to meet consumer need, to purchase residential services at the rates below independent of any amount paid to the home for room and board as calculated in the consumer's ability to pay for the retroactive period of June 1, 2024 through September 30, 2025. The effective date of this contract is contingent upon LARA AFC licensure and HCBS approval.

| Facility(ies) |                                    |                |
|---------------|------------------------------------|----------------|
| Name          | Address                            | License Number |
| Zoe AFC       | 4716 Omar Dr.<br>Lansing, MI 48917 | AS230418137    |

| Fee Schedule  |   |              |          |          |
|---------------|---|--------------|----------|----------|
| Service Level | Service Description   | Billing Code | Unit     | Rate     |
| Level II A    | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020  | Per Diem | \$132.08 |
| Level II AA   | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020  | Per Diem | \$155.39 |
| Level II AAA  | Community Living Supports and Personal Care in Licensed Specialized Residential Setting | H2016/T1020  | Per Diem | \$178.70 |





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

**Month, Year:** July, 2024

**Major Program:** Adult Mental Health Services (AMHS), Community Services for the Developmentally Disabled (CSDD)

**Component Program:** Residential

**Agenda Item Title:** New Expense Contract: Gage Consulting for Challenging Behavior, LLC

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase Behavior Management related services for consumers placed in contract residential programs out of our geographic area from Gage Consulting for Challenging Behavior, LLC at the rates below for the period of July 1, 2024 through September 30, 2025.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2024-2025 budgets. The revenue sources that support this contract are state general fund, Medicaid. The expenses of the contract are reflected in the various contract residential line items of the AMHS and CSDD residential budgets. This contract will not affect CMHA-CEI's fund balance.

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

A behavior treatment plan (BTP), where needed, is developed through the person-centered planning process that involves the beneficiary. To determine the need for a BTP, a comprehensive assessment must be completed in order to rule out any physical or environmental cause for the behavior.

**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 contract with Gage Consulting for Challenging Behavior, LLC to purchase the services listed below for the period of July 1, 2024 through September 30, 2025.

| Fee Schedule  |           |                            |                |          |
|---|-----------|----------------------------|----------------|----------|
| Service   | Code      | Modifiers                  | Unit           | Rate     |
| Behavior Treatment Plan Monitoring                  | H2000: TS | HO                         | Encounter      | \$407.33 |
| Behavior Treatment Planning                         | H0032     | HO                         | Encounter      | \$200.00 |
| Mental Health Service Plan Monitoring               | H0032:TS  | HO                         | Encounter      | \$350.00 |
| Behavioral Identification Assessment, non physician | 97151     | AH, HN, HO, HP             | Per 15 Minutes | \$43.45  |
| Family Training                                     | S5111     | HM, HN, HO, HP, SA, TD, WP | Encounter      | \$350.00 |
| Non Family Training/Family Home                     | S5116     | HM, HN, HO, HP, SA, TD     | Encounter      | \$350.00 |



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

**Month, Year:** July 2024

**Major Program:** Adult Mental Health Services

**Component Program:** Inpatient Psychiatric Hospitalization at Hillsdale Hospital

**Agenda Item Title:** New Expense Contract: Hillsdale Hospital

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this new expense contract, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase inpatient psychiatric hospital services from Hillsdale Hospital, 168 S. Howell Street, Hillsdale, MI 49242 in accordance with the schedule of services shown below. This is a new contract and makes no guarantee of a minimum number of patient referrals for hospital services. The will be for the retroactive period of June 3, 2024 through September 30, 2025.

The revenue and expense of this contract is reflected in CMHA-CEI's FY 2024-FY2025 budget. The revenue sources that support this contract are Medicaid plans, State General Funds, federal or state contracts, or local funding sources. The expenses of this contract are reflected in the various contract line items of the AMHS and CSDD. This contract will not affect CMHA-CEI's fund balance.

**SUMMARY OF GOODS OR SERVICES REFERENCED IN THE CONTRACT/PROPOSAL:**

Inpatient services include hospitalization, professional fees, comprehensive psychiatric assessment and diagnosis, neurological and/or psychological testing, individual, group and family psychotherapy, specialized education, activity therapy, dietary and specialized nutritional services, medications, speech and hearing evaluation and treatment, laboratory services, discharge planning, and coordination of care with CMHA-CEI.

**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 Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a new contract with Hillsdale Hospital to purchase inpatient psychiatric hospital services at the rates indicated below for the retroactive period of June 3, 2024 through September 30, 2025.

| <b>CPT Code</b> | <b>Service</b>                        |             | <b>Rate</b> |
|-----------------|---------------------------------------|-------------|-------------|
| 0100            | Inpatient Psychiatric Hospitalization | Per<br>Diem | \$769.00    |