



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**PROGRAM AND PLANNING COMMITTEE**

**Meeting Minutes**

**Monday, March 9<sup>th</sup>, 2020 5:30 p.m.**

**812 E. Jolly Road, Conference Room G11-C**

**Lansing, MI 48910**

**Committee Members Present:**

**Al Platt, Joe Brehler, Paul Palmer, Raul Gonzales, Emily Stivers, Kay Randolph-Back**

**Committee Members Excused:**

**None**

**Staff Present:**

**Darby Vermeulen, Karla Block, Joyce Tunnard, 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 Paul Palmer and SUPPORTED by Joe Brehler to approve the meeting minutes of February 10<sup>th</sup>, 2020.

MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Joe Brehler and SUPPORTED by Paul Palmer to adopt the agenda of March 9<sup>th</sup>, 2020.

MOTION CARRIED unanimously.

Emily Stivers entered the meeting at 5:34pm.

**Public Comment on Agenda Items:**

None.

**BUSINESS ITEMS:**

**New Expense Contract: Home Management Company – Environmental Modification, Habilitation Supports Waiver**

Karla Block presented this contract for remodeling to keep an individual in their own home. This includes adding a stair lift to the home.

**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 new contract with Home Management Company at the total cost identified below for Environmental Modifications for the retroactive period of February 1, 2020 to September 30, 2020.

**RATE SCHEDULE**

Service	Company	Code & Modifier	Rate	Unit
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Environmental Modification  (Habilitation Supports Waiver Service)	<b>Home Management Company</b>	S5165 HK	\$24,928.40	Per Service
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**MOTION CARRIED unanimously.**

**FY20 Mid-State Health Network Corporate Compliance Plan & FY20 CMHA-CEI Corporate Compliance Plan**

Joyce Tunnard presented the corporate compliance plans for FY20. She said CEI is mandated to function under MSHN’s plan, but this year, her team created CEI’s own compliance plan, to really dive into the specifics of compliance at CEI. Part of the CEI Compliance plan identifies the four compliance officers at CEI: Stefanie Zin, Stacia Chick, Josh Siwek, and Raquel Sparkman. There is now a standing Compliance Committee, as well, to look at compliance functions in the agency, and provide a venue to support the compliance officers. Stefanie sits on the Compliance Committee at MSHN, as well.

Joe Brehler left the meeting at 5:37pm.

**ACTION:**

**MOVED by Paul Palmer and SUPPORTED by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors approve the adoption of the FY20 Mid-State Health Network Corporate Compliance Plan and the FY20 CMHA-CEI Corporate Compliance Plan.**

**MOTION CARRIED unanimously.**

**Draft FY20 Risk Management Plan**

Joyce Tunnard referred to page 68 of the CEI Compliance Plan, which is where the draft Risk Management Plan exists. This is a framework that still needs to be fleshed out, and Joyce is looking forward to getting CARF’s feedback on the plan during the CARF audit. This draft is for the committee’s information only.

## Old Business:

### a. HCBS Update

Sara invited Joyce back to the table to educate the group about the surveying that is done under HCBS, as Joyce's team manages the data. Joyce said as the State was identifying how to move towards HCBS compliance, they surveyed the providers, starting with those who provide Hab. Support Waiver. Depending on the answers to the surveys, providers were identified as being in/out of compliance, or as being under "heightened scrutiny". Over the last couple of years, the Quality Advisors have been working with MSHN on the sites identified as out of compliance and how to correct this. The QAs work with the providers to get into compliance. Joyce anticipates receiving another set of survey questions within the next month. A lot of these surveys will be re-surveying those who took the survey the first time. There has been a lot of providers coming into compliance since the QAs began helping them.

Joe Brehler returned to the meeting at 5:46pm.

Raul asked if any of the providers have been resistant to this process, and Joyce said those who have resisted coming into compliance have decided to step back from providing services. Others have been eager to work towards compliance.

Joyce went on to say that HCBS makes sure that all individuals can participate in life fully, and part of that is the QAs working with the homes to help facilitate the 2020 Census.

Sara Lurie wanted to remind the group that the Ingham County Millage is on the ballot tomorrow. She also reported that the work requirements under Healthy MI have been paused.

Kay Randolph-Back entered the meeting at 5:58pm.

Raul wanted to commend all of the agency's good work under Sara's direction.

## New Business:

Sara noted the agency is working on a COVID-19 plan, starting with the creation of a taskforce. She forwarded the email that went out to all staff about prevention, to the CEI Board of Directors. The taskforce is looking at different tiers of the spread of the virus and what would happen with each level of presence of the virus. Sara said CEI is an essential healthcare organization, but key to fending off the virus may include

limiting services to those who are stable and providing services only to those with critical need. The taskforce is hoping to have a more solid plan to share with the Unions next week. She said hopefully we won't need to do anything drastic, but we need to have a plan in place just in case. Sara said CEI seems to be farther along in preparing for COVID-19 than MSHN. Joe said he believes CEI is unique in that many of the employees here cannot work from home. Sara went on to say the breakfast event on March 23 is still on as of this moment, but that may change. There are 750 people registered for that event. Sara noted decisions may need to be made about Board meetings and whether they should happen in person or through the web, as well.

**Public Comment:**

None

**Adjournment:**

The meeting was adjourned at 6:15 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, April 13<sup>th</sup>, 2020, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

**Minutes Submitted by:**

**Darby Vermeulen**  
**Finance Administrative Assistant**