



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

**BOARD OF DIRECTORS
VIRTUAL MEETING
MINUTES
Thursday, May 21, 2020
6:00 p.m.**

Staff Present:

Shana Badgley, Sharon Blizzard, Karla Block, Stacia Chick, Aleshia Echols, Joanne Holland, Tim Jayne (Software Developer, Mentorship Program), Sara Lurie, Feliz Rodriguez, Ericanne Spence, Jennifer Stanley, Gwenda Summers, Sandra Thomas (MHT, Mentorship Program), Joyce Tunnard

Excused: None.

Public Present

Justin Spewock - Area Vice President, Gallagher Benefit Services, Inc, Healthcare and Benefits Consulting Services.

Union Representation

None.

Call to Order

The meeting was called to order by Board Chair, Paul Palmer at 6:01 p.m.

Roll Call

Joe Brehler, Dianne Holman, Al Platt, Paul Palmer, Kay Randolph-Back, Jim Rundborg, Emily Stivers, Dwight Washington

Excused

Raul Gonzales
Adam Matson
Maxine Thome

Previous Meeting Minutes:

ACTION

MOVED by Joe Brehler and SUPPORTED by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) approve the following meeting minutes as written:

Regular CMHA-CEI Board of Directors Meeting of April 16, 2020

Special CMHA-CEI Board of Directors Meeting of April 21, 2020

Special CMHA-CEI Board of Directors Meeting of May 7, 2020

MOTION PASSED with 8 votes in favor. Members Present: Joe Brehler, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Jim Rundborg, Emily Stivers, Dwight Washington.

Dale Copedge, Adam Matson, Raul Gonzales, and Maxine Thome excused.

Adoption of Agenda:

MOVED by Jim Rundborg and SUPPORTED by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) adopt the agenda of May 21, 2020 as presented.

MOTION PASSED with 8 votes in favor. Members Present: Joe Brehler, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Jim Rundborg, Emily Stivers, Dwight Washington.

Dale Copedge, Adam Matson, Raul Gonzales, and Maxine Thome excused.

Public Comment

None.

Mid State Health Network Update

Board Vice Chair, Joe Brehler reported that a regular business meeting of the MSHN Board of Directors took place on May, 5, 2020 at 7:00 p.m., with the majority of the discussion revolving around the Coronavirus and MSHN's response to it. Additionally, Mr. Brehler reported discussions that took place regarding CEI

receiving additional Medicaid money by the end of the year.

CEO Report

CEO, Sara Lurie reported that this is the first written report since the implementation of the daily COVID-19 Updates as the updates have been keeping everyone current. However, this month's report focuses on timelines within the Four-phase process that has been outlined which coincides with the MI Safe Start Plan phases 3 – 5.

Ms. Lurie reported that much of our energy has been focused on Worksite Readiness (assessing facilities trying to estimate the number of staff, corresponding to consumers), with a tentative Phase 1 target date of June 8. This would be the date that we would start to increase in-person work which means there will be more volume of staff and consumers either being seen in our facilities, homes or in the community. It is important to note that service never ceased at CEI. However, prior to now, our focus was on maintaining 24-7, urgent situations.

Highlights of the plan include:

- Identification of Virus Response Designees.
- Development and Roll out of COVID-19 Worksite Readiness Training for Virus Response Designees and Managers scheduled for May 28 and May 29.
- Development of prevention and protocols Relias employee orientation training for staff who have been working remotely to help prepare for in-person work.
- Securing and maintaining adequate inventory of PPE (masks, medical gloves, hand sanitizers, wipes, alcohol swabs, food grade gloves and sanitation cleaning supplies, and in some cases for those staff who make home visits or are in the community on regular basis, personal foldable chairs that they can disinfect regularly).

ACTION: Sara Lurie will email a copy of the formal plan will be emailed out to the board of directors and staff early next week.

Board Member Kay Randolph-Back referred to page 29 and 30 of the packet inquiring about more information regarding the use of certain measures like telehealth and remote telephonic and the possibility that the codes could expire. Additionally, she asked "what CEIs experience is with commercial insurers" since we are trying to

connect more and serving the commercially insured? She wanted to know what would happen if we no longer have the Medicaid codes, but have a client who could benefit and wanted to know if we would be able to utilize CCBHC funds to serve client using telehealth in that circumstance?

CEO, Sara Lurie advised that to date, codes are set to expire 30 days after the stay at home order expires, which would mean that CEI would no longer submit encounters for telephonic or telehealth.

In response, Clinical Director, Gwenda Summers commented that some of the codes that were turned on as exceptions for telehealth are not codes that commercial insurance reimburses for (i.e. Home base services for children, CLS, Respite). AMHS Clinical Director, Shana Badgley shared that it is the same for adults (CLS and Case Management are not typically things covered under telehealth or commercial insurance).

ACTION: CEO, Sara Lurie advised that we have not yet looked into this scenario and would need to examine it further.

Vice Chair, Joe Brehler commented that he is hopeful that when things begin to settle down, we will be able to maintain practices that have proven during COVID-19 to be positive and implement in our daily practices.

Board Member, Dwight Washington shared that Clinton County has started to make a list of practices to review for improvements following COVID-19 and inquired about if any protocols have been put in place for clients who may not wish to wear a mask.

Ms. Lurie responded that yes, quite a bit of thought has gone into to these types of questions and protocols have been put in place to address them. With regards to visitors who may come to the building and refuse to wear a mask, CEI will assist them without having to enter the building. Will ask that they not enter the building, however provide any needed service. Staff have received instructions to meet in large space respecting social distancing practices; including wearing mask and face shields when appropriate. Required PPE provided by CEI.

Board Chair, Paul Palmer inquired as to whether any thought on behalf of developmentally disabled consumers who may physically be unable to put a mask on? Both Dr. Stanley and Sara Lurie thanked Mr. Palmer for bringing this topic to the forefront agreeing that it had not yet been discussed.

Advised that he item will be forwarded to the Virus Task Force for consideration and inclusion in the mask protocols. for discussion in protocol language and thanked Mr. Palmer for bringing this matter to the boards attention. Dr. Stanley confirmed CDC Guidelines confirming that to wear a mask, one must be able to take it off by themselves, should not wear a mask. If you cannot take it off by yourself due to dexterity reasons, then you should not wear a mask.

ACTION: Referred to the Virus Task Force for consideration and inclusion in the mask protocols. Sara Lurie will look into enhancing protocol language to address this matter.

Dale Copedge arrived at 6:19 p.m.

INTRODUCTIONS

Board Chair, Paul Palmer requested to have everyone introduce themselves as there were a number of new faces on the Zoom interactive call. See attendance listing for a listing of names of attendees.

Program & Planning Committee

New Revenue MOU: Eaton County Sheriff Department – Peer Recovery Coach RSAT

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Joe Brehler that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to receive \$36,448 for a part time Peer Recovery Coach from Eaton County. The Peer Recovery Coach will work directly with the Eaton County Sheriff's Office – Eaton County Jail to provide re-entry services and will be supervised by the Jail Re-entry Program Coordinator. The funding will be for the period of March 1, 2020 – through February 28, 2021.

MOTION PASSED with 9 votes in favor. Members Present: Joe Brehler, Dale Copedge, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Jim Rundborg, Emily Stivers, Dwight Washington.

Adam Matson, Raul Gonzales, and Maxine Thome excused.

Finance Committee

Revenue Contracts (New, Renewals and Amendments)

ACTION:

MOVED by Joe Brehler and SUPPORTED by Dianne Holman that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) authorize:

Revenue Contract Renewal: Mid-State Health Network PA2 Funding

- CMHA-CEI to enter into a contract with Mid-State Health Network to provide both Suicide Prevention Activities and Jail Re-entry Services utilizing awarded PA2 funds. The amount of the contracts is \$152,957 for the period of April 1, 2020 through September 30, 2020.

Revenue Contract Amendment: Mid-State Health Network Substance Abuse Disorder – Treatment

- CMHA-CEI to accept the amendment to the existing Mid-State Health Network Contract for Substance Use Disorders - Treatment to provide SUD services for individuals originally served under the MDOC contract and receive the fee for service amounts already included in the existing contract. This amendment is effective from April 1, 2020 through September 30, 2020.

Revenue Contract Amendment: SAMHSA CCBHC Expansion Grant Year 2 Award

- authorize CMHA-CEI to accept Substance Abuse Mental Health Administration Certified Community Behavioral Health Clinic Expansion Amended grant award funds with \$1,084,762 in carryover funds added for the Year 2 budget period of September 30, 2019 through September 29, 2020 for a new total of \$2,977,252.

New Revenue Contract: Michigan Department of Health and Human Services Coronavirus (COVID-2019) Community Mental Health Support Program

- CMHA-CEI to accept Michigan Department of Health and Human Services Coronavirus (COVID 2019) Community Mental Health Support Program funds up to \$91,452, effective from March 1, 2020 through September 30, 2020.

MOTION PASSED with 9 votes in favor. Members Present: Joe Brehler, Dale Copedge, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Jim Rundborg, Emily Stivers, Dwight Washington.

Adam Matson, Raul Gonzales, and Maxine Thome excused.

Expense Contracts (New, Amendments and Renewals):

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) authorize:

Expense Contract Amendment: iEval

- CMHA-CEI to enter into a contract amendment with iEval to carryover the \$18,932 in funds from FY18-19 to provide additional external evaluation support to the implementation of the Certified Community Behavioral Health Clinic Grant for the grant period of September 30, 2019 – September 29, 2020 and with a new total not to exceed \$138,932.

Expense Contract Amendment: IRIS Telehealth

- CMHA-CEI to enter into a renewal contract with Iris Telehealth to purchase telepsychiatry services from Iris Telehealth for the period of October 1, 2019 to September 30, 2020 and pay \$125-200/hour, depending on provider(s) selected, for those services. Maximum cost of this contract will not exceed \$420,000 for FY2020.

Expense Contract Amendment: Central State Community Services – Airport Road Group Home

- CMHA-CEI to enter into a contract amendment to purchase specialized residential services from Central State Community Services at the location and rate listed below for the retroactive period of April 8, 2020 through September 30, 2021, contingent upon the execution of a lease for the location.

Provider	Facility Name	Address	Code	Unit	Rate
Central State Community Services	Airport Road Home	13768 Airport Road Lansing, MI 48906	H2016/ T1020	Per diem	\$209.30

New Expense Contract: TimeClock Plus, LLC – Cloud Services, Maintenance & Support Agreement

- CMHA-CEI to enter into a new contract with TimeClock Plus, LLC to purchase cloud based scheduling services, maintenance & support and pay up to \$11,200 per year plus a one-time implementation cost of \$14,800 for a total of \$70,800 for the period of July 1, 2020 or beginning on the date of the accepted agreement and is effective for five years thereafter.

New Expense Contract: Gallagher Benefit Services, Inc., Healthcare and Benefits Consulting Services

- CMHA-CEI to enter into a new contract with Gallagher Benefit Services, Inc., to purchase healthcare and benefits consulting services and pay up to \$109,000 per year for the period of June 1, 2020 or beginning on the date of the accepted agreement and is effective for one year thereafter.

New Expense Contract: Dell Computer

- CMHA-CEI to purchase twenty-five (25) laptop computers from Dell Computer and pay up to \$47,500.

MOTION PASSED with 9 votes in favor. Members Present: Joe Brehler, Dale Copedge, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Jim Rundborg, Emily Stivers, Dwight Washington.

Adam Matson, Raul Gonzales, and Maxine Thome excused.

FINANCE RELATED ITEMS:

ACTION:

MOVED by Joe Brehler and SUPPORTED by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) authorize:

Second Amendment to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Cafeteria Plan

- the following resolution:

RESOLVED: That the Second Amendment to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Cafeteria Plan is hereby adopted effective January 1, 2020; and

FURTHER RESOLVED: That any other officer of the Authority is authorized to execute the Second Amendment to the Cafeteria Plan and any related documents on behalf of the Authority.

Budget Control Policy

- the proposed revisions to the Budget Control Policy, 4.1.05.

FY 19/20 1st Quarter Amended Budget AND FY 19/20 1st Quarter Financial Statements

- the FY 19/20 1st Quarter Amended Budget.

MOTION PASSED with 9 votes in favor. Members Present: Joe Brehler, Dale Copedge, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Jim Rundborg, Emily Stivers, Dwight Washington.

Adam Matson, Raul Gonzales, and Maxine Thome excused.

Consumer Advisory Council

In Raul Gonzales absence, Sara Lurie reported that the May 7th virtual meeting was a really nice opportunity to connect with all of our members. All members had an opportunity to share how their lives have been altered with COVID-19 and some expressed how they miss being able to come into our facilities. Overall everyone reported doing pretty well (reading more, taking walks and keeping as safe and active as possible).

Census project update reporting that despite the fact that we could not do the face to face events, CEI was successful in meeting the all of the grant requirements.

Response Rates:

The state of Michigan has a 63.3% response rate of those that have completed the census. **Clinton county: 71.7%; Eaton county: 72%; Ingham county: 60%**

Additionally, Ms. Lurie announced the recent launch of the consumer newsletter, and advised that at this time, the newsletter is primarily COVID-19 related. However, at one point will morph into what we had originally anticipated it to be.

Community Access Committee

Dianne Holman shared the following highlights from the May 18, 2020 meeting:

- COVID-19 Updates
- CCBHC Updates
- Access Data Updates
- Facebook Analytics

Building and Sites Ad Hoc Committee

None.

Unfinished Business

None.

New Business

None.

Public Comment

Justin Spewock - Area Vice President, Gallagher Benefit Services, Inc, Healthcare and Benefits Consulting Services thanked CFO, Stacia Chick and CHRO, Sharon Blizzard for the opportunity to work with CEI and win the business and that they look forward to providing healthcare and benefit consulting services to CEI.

MDHHS Redesign

Dwight Washington inquired about the status of the MDHHS Redesign? CEO, Sara Lurie reported that the redesign is on hold since MDHHS' energy was diverted to COVID-19 and other immediate community health related matters. MDHHS have not been directly focused on the redesign at this time. At one point, there will be another iteration proposed. As that begins to roll out, CMHAM will convene a group to review the proposal.

Kay Randolph-Back shared that in addition to the information provided above, Robert Sheehan recently sent out an email regarding this topic that may be of interest to read.

ACTION: A copy of the email will be forwarded to board members.

Kay Randolph-Back commented that she stands at the ready to assist in whatever manner needed (from an advocacy perspective).

Special Recognition to Directors Group, CEI staff

CEO, Sara Lurie paused again to acknowledge and recognize the incredible hard work of the Directors, Managers, all staff during this time. They have done amazing work and I again wanted to publically acknowledge their hard work. They are an incredible group of leaders!

Adjournment

The meeting adjourned at 6:59 p.m. The next meeting is scheduled for Thursday, June 18, 2020, and will be held virtually beginning at 6:00 p.m.

Minutes Submitted by:

Aleshia Echols

Executive Administrative Assistant