

**BOARD OF DIRECTORS  
MEETING MINUTES**

Thursday, July 22<sup>nd</sup>, 2010, 6:00 p.m.  
Eaton County Courthouse, Board of Commissioners Rm.  
1045 Independence Blvd, Charlotte, MI 48813

**Board Members Present:** Raul Gonzales, Pat St. George, Joe Brehler, Robert Showers, Sara Clark Pierson, Chris Swope, Kay Randolph-Back, Kay Pray; **Board Members Absent:** Dale Copedge (admin staff notified), Paul Palmer (admin staff notified), Stephen Manchester (admin staff notified), Maxine Thome (admin staff notified)

**Staff Present:** Deb Sides, Mary Clissold, Chuck Dougherty, Al Way, Stefanie Zin, Pam Keyes, Judi Cates, John Peiffer, Bob Sheehan, Judy Hazle

**Public Present:** Jeff Fleming, Service Representative, Local 459

**CALL TO ORDER:**

The meeting was called to order by Pat St. George at 6:05 p.m. with a roll call.

**PREVIOUS MEETING MINUTES:**

**MOVED** by Chris Swope and **SUPPORTED** by Kay Pray to approve the meeting minutes of June 17<sup>th</sup>, 2010. **MOTION CARRIED.** Robert Showers stated he would not be voting on this item due to his absence from the June 17<sup>th</sup> Board meeting.

**ADOPTION OF AGENDA:**

**MOVED** by Chris Swope and **SUPPORTED** by Robert Showers to adopt the agenda as revised. **MOTION CARRIED** unanimously.

**PUBLIC COMMENT ON AGENDA ITEMS:**

No comment.

**DIRECTORS REPORT:**

Judi Cates, Director of Substance Abuse Services/Corrections Mental Health distributed a handout "MPRI Presentation to the CEI-CMH Board" and spoke on the Cognitive Behavioral program. Ms. Cates explained that anyone entering prison is to have an assessment of need so that supports can be set up for the prisoner's future release. Ms. Cates noted that this is an evidence based practice.

Sara Clark Pierson joined the meeting at 6:20 p.m.

Ms. Cates commented that Michigan Prisoner Re-entry Initiative identifies persons with mental illness who are incarcerated and assigns to them case management upon release. Ms. Cates noted the number of incarcerated individuals with mental illness is very low.

Ms. Cates noted that parole agents make the referrals to the Cognitive Behavioral Group. The program is usually 20 weeks long where a person attends 2x a week for the 1<sup>st</sup> 10 weeks and then 1x a week for the following 10 weeks.

Mr. Sheehan continued with his written report highlighting:

- Appointed/Elected Official Quarterly Lunch Meeting
- Welcoming Environment
- Rebate program –fluorescent lights in buildings
- DCH Notice –Mid Year Budget Cut
- Equity moving forward, meetings continue with Senator Kahn

#### **COMMITTEE REPORTS:**

##### **Program and Planning**

###### **New Expense Contract: Orchard Place Family AFC (CMHA-CEI)**

MOVED by Raul Gonzales and SUPPORTED by Robert Showers 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 Orchard Place Family AFC to purchase specialized residential services for the period of July 1, 2010 – December 31, 2012, and pay a daily rate of \$18.87, \$37.74, or \$56.61, dependent on the needs of the individual resident, for those services/goods. MOTION CARRIED unanimously.

###### **New Expense Contract: Independent Contractor -Robert Steinkamp (CMHA-CEI)**

MOVED by Raul Gonzales and SUPPORTED by Sara Clark Pierson 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 Robert Steinkamp to purchase Independent Facilitation services for the period of August 1, 2010 – December 31, 2010, and pay \$146.00 per Person Centered Plan. MOTION CARRIED unanimously.

###### **New Expense Contract: Independent Contractor -Angela Fenlon (CMHA-CEI)**

MOVED by Raul Gonzales and SUPPORTED by Sara Clark Pierson 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 Angela Fenlon to purchase Recreational and Activity Therapy Services for the period of July 1, 2010 – December 31, 2012, and pay a fee of \$67.09 per session (45 minutes or more). MOTION CARRIED unanimously.

###### **New Expense Contract: The Inspirational Center (CMHA-CEI)**

MOVED by Raul Gonzales and SUPPORTED by Sara Clark Pierson 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 the Inspirational Center to purchase Supported Employment Services and pay \$25.00 per hour for job coaching and \$1,962.00 after the consumer has been employed for four weeks, and \$1,463.00 when the consumer has been employed for 90 days, for the period of August 1, 2010 – December 31, 2012. MOTION CARRIED unanimously.

##### **Finance**

###### **Lease Renewal (Expense): 715 Curtis St. #A, Mason (CMHA-CEI)**

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to renew the lease of 715 Curtis St, Suite A, Mason, MI (Transitions-Mason)

from James W. Leasure for the period of July 1, 2010 through June 30, 2015 at a cost of \$83,679.96 for the 5 year/60 month period to provide drop-in and day program services. MOTION CARRIED unanimously.

**New Lease (Expense): 4902 S. Cedar St., Lansing (CMHA-CEI)**

MOVED by Joe Brehler and SUPPORTED by Kay Randolph-Back that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to lease property at 4902 S Cedar St, Lansing, MI from Susan McClees for the period of July 1, 2010 through June 30, 2013 at a cost of \$29,928.00 for the 3 year/36 month period to provide group counselling services to consumers in the Michigan Prisoner Re-entry Initiative through the House of Commons program. MOTION CARRIED unanimously.

**Lease Renewal (Revenue): 1507 Jerome St., Lansing (CMHA-CEI)**

MOVED by Joe Brehler and SUPPORTED by Chris Swope that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to rent the property at 1507 Jerome St, Lansing, MI to Theresa Biron, whose address is 1507 Jerome St, Lansing, MI to operate the White Crane Group Home for the period of May 1, 2010 through April 30, 2015 and receive \$60,000.00 for the 5 year/60 month period. MOTION CARRIED unanimously.

**Lease Renewal (Revenue): 838 Louisa St., #A, Lansing (CMHA-CEI)**

MOVED by Joe Brehler and SUPPORTED by Chris Swope that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to rent the property at 838 Louisa St, Suite A, Lansing, MI to Office and Professional Employees International Union, OPEIU Local 459, for the period of August 1, 2010 through July 31, 2013 and receive \$62,436.00 for the 3 year/36 month period. MOTION CARRIED unanimously.

**Contract Renewal (Expense): General/Professional/D&O/Fiduciary Liability Insurance Philadelphia Insurance Company (CMHA-CEI)**

MOVED by Joe Brehler and SUPPORTED by Robert Showers that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to purchase General and Professional Liability Insurance, Directors and Officers Liability Insurance, Umbrella Insurance, and Fiduciary Liability Insurance from Philadelphia Insurance Company for the period of July 1, 2010 through June 30, 2011 and pay \$290,213 in annualized premium for this coverage. MOTION CARRIED unanimously.

**Human Resources**

None.

**Recipient Rights**

None.

**Executive Committee**

The next meeting of the Executive Committee will be Tuesday, August 17<sup>th</sup>, 2010, 7:30 a.m. at Christies Bristro, Lexington Hotel, Lansing, MI. This meeting is the annual performance review of Bob Sheehan, Executive Director.

**OLD BUSINESS:**

**Expense: 2010 Vehicle Loan (CMHA-CEI)**

Pam Keyes explained that the Fiscal Year 2010 vehicle purchase of 15 new vehicles from Gorno Ford, under the State of Michigan Mi Deals contract, and borrowing from JP Morgan Chase Bank were approved by the CMHA-CEI Board in December 2009. However, Chase would like to clarify the structure of the financing and is requiring the amended resolution put before the Board. A lease is currently being negotiated.

**MOVED** Chris Swope and **SUPPORTED** by Sara Clark Pierson that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors adopt the certified resolution regarding JP Morgan Chase Bank borrowing and tax qualifications for the purchase of 15 vehicles from Gorno Ford in the amount of \$394,543. **MOTION CARRIED** unanimously.

**NEW BUSINESS:**

**New Lease (Expense): 810 W. Saginaw, Lansing (CMHA-CEI)**

Bob Sheehan explained that the property initially targeted for the move of the Detox Program did not work out, however the Advisory Committee of this project (made up of mostly those funding the project) agreed on the property at 810 W. Saginaw. The lease is currently being negotiated and staff would like the Board to vote on approving the lease if and when an agreement can be made on the lease. The organizations funding this project are very anxious in getting operations started, but Mr. Sheehan explained that the Board does have the option to hold on this motion until the next Finance Committee meeting.

Board members voiced concerns on timely and adequate communication to the neighborhood. There was also concern voiced about sprinklers not needed in the building that would be housing individuals for Detox. Ms. Cates commented that the length of stay in this program can be from 1 to 5 days with the average of 3. Ms. Cates also stated that usually persons are driven to and from the facility so they will not be walking around the neighborhood.

**MOVED** by Robert Showers and **SUPPORTED** by Chris Swope that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a new lease (expense) to rent 3,311 square feet of office space at the property of 810 W. Saginaw Street, Lansing, Michigan in Ingham County from Nelson and Judy Gilroy, owners of said Property, for the period of August 1, 2010 through July 30, 2013. **MOTION CARRIED** unanimously.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 7:20 pm. The next regularly scheduled meeting of the Board of Directors will be Thursday, August 19<sup>th</sup>, 2010, 6:00 pm at the Community Mental Health building, 812 E Jolly Rd, Lansing, MI.

Minutes respectfully submitted by:

Judy Hazle

Executive Secretary/

Community Education Liaison

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