



# **Community**

MENTAL HEALTH  
CLINTON • EATON • INGHAM

## **FINANCE COMMITTEE**

### **Meeting Minutes**

**Wednesday, March 10<sup>th</sup>, 2021**

**5:30 p.m.**

**Zoom Meeting**

#### **Committee Members Present:**

**Joe Brehler - Lansing, Eaton County, MI**

**Kay Randolph-Back - Eaton Township, Eaton County, MI**

**Raul Gonzales – East Lansing, Ingham County, MI**

**Emily Stivers – Haslett, Meridian Township, Ingham County, MI**

**Dwight Washington – Bath Township, Clinton County, MI**

#### **Committee Members Absent:**

**Dianne Holman**

#### **Staff Present:**

**Darby Vermeulen, Stacia Chick, Sara Lurie, Aleshia Echols, Allison Vinton, Ericanne Spence, Monica Cuthbert, Joanne Holland, Sharon Blizzard**

#### **Public Present:**

**None**

#### **Other Board Members Present:**

**Paul Palmer**

#### **Call to Order:**

**The meeting was called to order by Chairperson Joe Brehler at 5:30 p.m.**

#### **Previous Meeting Minutes:**

**MOVED by Kay Randolph-Back and SUPPORTED by Raul Gonzales to approve the meeting minutes of February 10<sup>th</sup>, 2021.**

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Raul Gonzales, Emily Stivers, Kay Randolph-Back, Dwight Washington

Dianne Holman excused

Adoption of Agenda:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington to adopt the agenda of March 10<sup>th</sup>, 2021.

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Raul Gonzales, Emily Stivers, Kay Randolph-Back, Dwight Washington

Dianne Holman excused

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Expense Contract Renewal: Hope Network Recovery

Ericanne Spence presented this item for the physician and the physician's assistant at the Recovery Center. This contract normally goes through June, but Hope Network wanted the contract to begin sooner. The rates are the same as previous contracts, the only change is a \$700 cost per week for on call, and Hope Network would like their mileage reimbursed when they come to CEI. This averages out to be about twice per month.

Ericanne said the average number of people in TRC has dropped a bit over the last year. We receive referrals from individuals themselves, the hospitals, and from Crisis Services at CEI. We have taken commercial insurance in instances that an individual could not get in to get a referral from their provider because of long wait times. Kay wondered if there has been any discussion about CEI becoming a recognized provider for those with commercial insurance? Ericanne said yes, we are working with a doctor now on this process.

Joe noted that the maximum amount of \$64,572 seems low for these services, and Ericanne agreed. Sara said we still have money in the CCBHC budget for Hope Network, as well.

**ACTION:**

**MOVED** by Raul Gonzales and **SUPPORTED** by Emily Stivers that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the contract with Hope Network Recovery for medical oversight of the Recovery Center, a medically managed withdrawal management program, for the retroactive period of October 1, 2020 through September 30, 2021 for a total amount not to exceed \$64,572.

**MOTION PASSED** with 5 votes in favor.

**Members Present:** Joe Brehler, Raul Gonzales, Emily Stivers, Kay Randolph-Back, Dwight Washington

Dianne Holman excused

**Expense Contract Renewals: Applied Behavioral Analysis (ABA) Services**

Stacia Chick presented this amendment for ABA services. The Behavioral Health and Development Disabilities Administration (BHDA) has revised the billing rules to allow indirect time to be billed for code 97151. Stacia said this does not change the services. There are 16 ABA contract providers that this impacts, as listed in the fact sheet. We have existing contracts with all of these providers.

**ACTION:**

**MOVED** by Kay Randolph-Back and **SUPPORTED** by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into contract amendments with the listed agencies to purchase services indicated at the rates below for the period of April 1, 2021 through September 30, 2021.

<b>Agency Name</b>	<b>Address</b>
ABA Insight, LLC	6267 Webster Church Road, Dexter, Michigan 48130
ABA Pathways	P.O. Box 633 Lakeland, MI 48143
Acorn Health of Michigan, LLC DBA Autism Center of Michigan	1363 Douglas Drive, Suite 104 Traverse City, Michigan 49696
Autism Learning Partners, LLC	2232 S. Main Street

	Ann Arbor, MI 48103
Autism Spectrum Therapies, LLC	251 N. Rose Street, Suite 200 Kalamazoo, MI 49007
Center for Autism and Related Disorders (CARD)	21600 Oxnard Street, Suite 1800 Woodland Hills, CA 91367
Centria Healthcare	41521 W 11 Mile Road, Novi, Michigan 48375
Early Autism Services	306 N. Kensington Ave. La Grange Park, IL 60526
Gateway Pediatric Therapy, LLC	32100 Telegraph Road, Suite 185 Bingham Farms, MI 48025
Hope Network Behavioral Health Services	3075 Orchard Vista Dr. SE Grand Rapids, Michigan, 49518
Michigan State University – Early Learning Institute	325 West Grand River, East Lansing, Michigan 48842
Next Gen Therapy, LLC	705 W. Lake Lansing Road East Lansing, MI 48823
Novel Responses, Inc.	526 West Centre Avenue Portage, Michigan, 49024
Positive Behavior Support Corp.	400 Renaissance Ctr., Suite 2600 Detroit, MI 48243
Residential Options, Inc.	2400 Science Parkway  Okemos, MI 48864
Total Spectrum, LLC	650 W. Grand Ave., Ste. 207 Elmhurst, IL 60126-1025

ABA Service Rates*								
Code	Service Description	Reporting Units	Provider Type	BCBA	BCaBA	QBHP	LP/LLP	BT
97151	ABA Behavior Identification Assessment	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
0362T	ABA Behavioral Follow-up Assessment	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97153	ABA Adaptive	Per 15 minutes	BCBA, BCaBA,	\$15.00	\$15.00	\$15.00	\$15.00	\$12.50

	<b>Behavior Treatment</b>		<b>QBHP, LP/LLP, or BT</b>					
97154	<b>ABA Group Adaptive Behavior Treatment</b>	<b>Per 15 minutes</b>	<b>BCBA, BCaBA, QBHP, LP/LLP, or BT</b>	<b>\$4.29</b>	<b>\$4.29</b>	<b>\$4.29</b>	<b>\$4.29</b>	<b>\$3.93</b>
97155	<b>ABA Clinical Observation and Direction of Adaptive Behavior Treatment</b>	<b>Per 15 minutes</b>	<b>BCBA, BCaBA, QBHP, or LP/LLP</b>	<b>\$30.00</b>	<b>\$21.25</b>	<b>\$30.00</b>	<b>\$30.00</b>	
97155-GT	<b>ABA Clinical Observation and Direction of Adaptive Behavior Treatment, telepractice</b>	<b>Per 15 minutes</b>	<b>BCBA, BCaBA, QBHP, or LP/LLP</b>	<b>\$30.00</b>	<b>\$21.25</b>	<b>\$30.00</b>	<b>\$30.00</b>	
97156	<b>ABA Family Behavior Treatment Guidance</b>	<b>Per 15 minutes</b>	<b>BCBA, BCaBA, QBHP, or LP/LLP</b>	<b>\$30.00</b>	<b>\$21.25</b>	<b>\$30.00</b>	<b>\$30.00</b>	
97156-GT	<b>ABA Family Behavior Treatment Guidance, tele practice</b>	<b>Per 15 minutes</b>	<b>BCBA, BCaBA, QBHP, or LP/LLP</b>	<b>\$30.00</b>	<b>\$21.25</b>	<b>\$30.00</b>	<b>\$30.00</b>	
97157	<b>ABA Multiple Family Behavior Treatment Guidance</b>	<b>Per 15 minutes</b>	<b>BCBA, BCaBA, QBHP, or LP/LLP</b>	<b>\$12.00</b>	<b>\$8.50</b>	<b>\$12.00</b>	<b>\$12.00</b>	
97158	<b>ABA Adaptive Behavior Treatment Group</b>	<b>Per 15 minutes</b>	<b>BCBA, BCaBA, QBHP, or LP/LLP</b>	<b>\$8.57</b>	<b>\$6.07</b>	<b>\$8.57</b>	<b>\$8.57</b>	

0373T	ABA Exposure Adaptive Behavior Treatment	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$30.00	\$21.25	\$30.00	\$30.00	\$27.50
-------	--	-------------------	--	---------	---------	---------	---------	---------

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Raul Gonzales, Emily Stivers, Kay Randolph-Back, Dwight Washington

Dianne Holman excused

**Expense Contract Renewal: ProAssurance Casualty Company (Professional Liability Insurance Renewal)**

Sharon Blizzard presented this fact sheet for insurance for CEI's physicians. There is no change in the coverage, but there is a decrease in total cost of \$3,602 because a long-time physician retired.

**ACTION:**

MOVED by Emily Stivers and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into policy renewal with ProAssurance Casualty to provide professional liability (malpractice) insurance for the period of April 1, 2021 through April 1, 2022 and pay \$76,299.00 for this insurance coverage.

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Raul Gonzales, Emily Stivers, Kay Randolph-Back, Dwight Washington

Dianne Holman excused

**Expense Contract Change Order: Rehmann Robson Financial Outsourcing Services**

Stacia Chick presented this change order to the existing contract with Rehmann Robson. We will be contracting with them for additional staffing for payroll support, which is needed for the ongoing Connect implementation. Rehmann will also provide

additional principal-level staff in a consultative form to assist in the changes in Standard Cost Allocation model, going into effect October 1, 2021.

Joe wondered if these challenges will interfere with the timeliness of the audit? Stacia said she doesn't anticipate that they will, because all information for the current audit is still in the Finance Plus software.

**ACTION:**

**MOVED** by Kay Randolph-Back and **SUPPORTED** by Emily Stivers that the Finance 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 change order with Rehmann Robson to purchase Financial Outsourcing Services for the Finance Department in addition to those services previously agreed upon and pay:

- a flat rate of \$490 per actual hour worked for Principal level staff (estimated hours 45) for two additional staff persons
- a flat rate of \$310 per actual hour worked for Manager level staff (estimated 80 hours) for one additional staff person
- Principal level staff for an estimated 50-100 hours at an estimated cost of \$24,500-\$49,000

This change order is effective starting February 24, 2021 through July 31, 2021 and thereafter month to month, plus reimbursement for actual out of pocket expenses. The contract term is from January 6, 2020 through July 31, 2021 and thereafter month to month for those services until terminated by either party following a 60-day written notice.

**MOTION PASSED** with 4 votes in favor.

**Members Present:** Joe Brehler, Emily Stivers, Kay Randolph-Back, Dwight Washington

**Raul Gonzales and Dianne Holman excused**

**New Expense Contract Metaformers Inc.**

Stacia Chick said we are entering into a new contract with Metaformers to assist with ongoing support with the new software system through September 30, 2021. Metaformers will be assisting Finance, HR, and IS. Metaformers will be working with

these admin teams to get through the quarterly software updates. They will be providing expertise for approximately 100 hours a month.

**ACTION:**

**MOVED** by Raul Gonzales and **SUPPORTED** by Emily Stivers that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to approve a new contract with Metaformers, Inc. to purchase on-going support for the Connect (Oracle Cloud) system, from Metaformers, Inc., Reston, VA) and pay up to \$129,500 for the period starting March 1, 2021 through September 30, 2021.

**MOTION PASSED** with 5 votes in favor.

**Members Present:** Joe Brehler, Raul Gonzales, Emily Stivers, Kay Randolph-Back, Dwight Washington

Dianne Holman excused

**Medicaid Revenue Update**

Stacia Chick said we have received revenue through the month of February. At this point in time, we are trending to have a \$9M surplus. This doesn't include an analysis of the Medicaid expenditures, Direct Care Wages we are paying to internal staff and contractors, or the additional two COVID payments going to staff.

Kay asked if CEI is seeing a decline or increase in the number of people who are using CEI's services? Sara said overall for last fiscal year, CEI's numbers were down. Towards the end of the fiscal year, these numbers climbed back up again. We are now receiving a record number of calls to Access; Sara hasn't seen this data yet, but this will be discussed further at Access Committee.

**Unfinished Business:**

**a. Follow-Up on 2/18 Board Public Comment**

Joe Brehler and Paul Palmer met with Sara Lurie and Sharon Blizzard about the concerns raised at the last Board meeting, and asked Sara and Sharon to look into whether there have been gaps or unmet needs for employees during the pandemic. Joe, Paul, Sharon and Sara will meet again in the future and continue to monitor this in the future. Paul said he would like for employees with issues to be sure to discuss with their supervisors and the Union before bringing them to the Board when possible. Joe agreed with this. Kay wondered if there should be discussion at the Board level about



the legal basis for public comment and what the regulations are in the bylaws and Robert's Rules. She would like to have a clear foundation on whether all people are allowed to make public comment, or if there is a basis for limiting who comments. Joe said his understanding is that any member of the public who chooses to comment is allowed to do so. He didn't want to make it sound as though he and Paul were dissuading public comment, they were just asking those who had thoughts or concerns to take them to their Union rep, supervisor, or Sara herself if they so choose, prior to bringing the concerns to the Board.

New Business:

None

Public Comment:

Allison Vinton, a Mental Health Therapist in the ART program, wanted to address the committee. She said she did go to her coordinator about the issues she brought to the Board, but her coordinator retired during the pandemic and she didn't have a new coordinator for several months. Allison went through the union as well, and was told she was "not allowed" to speak to Sara about her concerns. She went on to share that her ex-husband was treating COVID patients in his line of work, and she was not able to have the choice to not work. Allison does not have enough time off to take when she is potentially exposed to COVID, and is paying \$800 a month for childcare for her children. This is a "real and ongoing issue for lots of employees", and she doesn't want this downplayed. She has worked at CEI for 16 years and she just wants choices in keeping her family healthy.

Joe said he appreciates Allison's comment, and he was not trying to downplay her issues. CEI has a lot of employees, and he is unaware of all of the specific hardships employees are facing. He would just like to address the concerns in the most appropriate way to create a solution.

Dwight said "these are social determinants of health we are dealing with, and as a mental health agency, we have to be aware of stressors that our staff and community are having" and he thanked Allison for coming forward with her comments.

Paul wanted to echo that he appreciates public comments, as well, but he does want the proper channels of communication utilized and recommendations brought to the Board. Kay said she heard that Allison did pursue these channels to no avail, and she is thankful that the Board was able to hear her comments on her situation at this

time. Paul said he doesn't want anyone to think they can't come to the Board with issues.

Emily said she was appalled to hear that a member of our staff was denied access to Sara, because someone with an issue should be able to talk to her. She reiterated that employees should feel comfortable bringing issues to the Board especially if other channels have failed. Sara said she just hopes the Board allows her to look into issues that are brought to the Board.

Monica Cuthbert, also a Mental Health Therapist with the ART program, wanted to share her concerns with the committee, as well. She said both of her children had COVID and she was "forced to work". She was told to exhaust personal time off/paid time off, neither of which were enough time to cover. She said she had no feeling of choice in meeting with consumers. Monica has emailed the Union and the COVID email several times, and she did not receive any resolution. She is not the only employee who has had to work while her kids had COVID, she is just an employee who has had the opportunity to speak to the Board.

Kay would like to say thank you to Allison and Monica for speaking to the Board twice and making them aware of the challenges they are facing.

Adjournment:

The meeting was adjourned at 6:50 p.m. The next regularly scheduled Finance Committee meeting is April 14<sup>th</sup>, 2021 at 5:30 p.m., via Zoom.

Minutes Submitted by:

Darby Vermeulen  
Finance Administrative Assistant