

**BOARD OF DIRECTORS  
REVISED MEETING MINUTES  
Thursday, September 16, 2010, 6:00 p.m.  
Community Mental Health Building  
812 E. Jolly Rd., Suite G-10  
Lansing, Michigan 48910**

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

**Staff Present:** Liz Holcomb, Kim Zimmerman, Bob Sheehan, Judy Hazle, Chris McDaniel, Sharon Blizzard, Mary Clissold, Chuck Dougherty, Toby Bayless, Al Way, David Picone, Maureen Moloney, Stacia McKay, Rob Davis, Ericanne Spence, Deb Darcy, John Peiffer

**Public Present:** None.

**CALL TO ORDER:**

The meeting was called to order by Pat St. George at 6:10 pm. Roll was taken.

Mr. St. George stated that he would call for the Directors report and other reports that do not require a quorum.

**DIRECTORS REPORT:**

Bob Sheehan introduced Stacia McKay, Finance Department Accountant, who presented the FY 2011 budget. Ms. McKay distributed pie charts with an explanation. Noted HRA tax is new and QAAP as well as HRA tax were partial cause to an increase in expenditures. Ms. McKay stated that payments are made to hospitals by the guidance from DCH and regular e-mails from the State is what determines payments to hospitals. Building costs are only 4% of the budget so it proves a good investment to buy the buildings and invest.

Bob Sheehan commented that almost six years ago the Children's Services budget was much smaller than it is today.

Dale Copedge joined the meeting at 6:20 pm making a quorum.

All budgets are based on the second amend, do not use third amend as it would not be as realistic.

Stacia McKay will trend.....for next years budget. Joe Brehler asked how many employees from 2003 and how many employees now? Mr. Sheehan suggested that there are 5% less employees approximately. Ms. McKay stated that healthcare costs have risen over the years. Maxine Thome questioned what the average tenure and age is of the CMHA-CEI employee?

The Revenue and Expense Trends show that 2008 CMHA-CEI had to use fund balance to balance the budget.

Bob Sheehan reviewed the Executive Directors Report of September 16, 2010 with the Board highlighting several areas. Mr. Sheehan stated there are two ways to move Medicaid money forward.

**PREVIOUS MEETING MINUTES:**

**MOVED** by Kay Randolph-Back and **SUPPORTED** by Maxine Thome to approve the meeting minutes of August 19th, 2010. **MOTION CARRIED** unanimously.

**ADOPTION OF AGENDA:**

**MOVED** by Bob Showers and **SUPPORTED** by Kay Randolph-Back to adopt the agenda. **MOTION CARRIED** unanimously.

**PUBLIC COMMENT ON AGENDA ITEMS:**

No comment.

**COMMITTEE REPORTS:**

**Program and Planning**

No report.

**Finance**

**New Expense Lease: CSDD Transitions Grand Ledge (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 enter in an expense contract to lease 1599 square feet of office space at the property of 401 South Bridge Street, Grand Ledge, Michigan in Eaton County from Robert Bessette, owner who resides at 12797 Oneida Woods Trail, Grand Ledge, Michigan, for the period of October 1, 2010 through December 31, 2013 and pay a total of \$65,958 for the 3+ year/39 month period. **MOTION CARRIED** unanimously.

**New Expense Contract: 812 E Jolly Rd Lobby Renovations/Welcoming Environment (CMHA-CEI)**

**MOVED** by Joe Brehler and **SUPPORTED** by Kay Pray that the Board of Directors authorize CMHA-CEI to enter into an expense AIA construction contract with Moore Trospen Construction Company, 4224 Keller Rd, Holt, Michigan 48842 to renovate the existing Lobby at 812 E Jolly Rd, Lansing, Michigan 48910 in Ingham County to improve the space and make for a more Welcoming Environment for

the amount of \$154,900 plus 10% for contingency. Renovations are scheduled to begin at the end of September of 2010 and completed by mid November 2010; and to utilize the Fixed Asset Reserve Budget for funding this project and in doing so capitalize the expense over 15 years at a rate of \$11,359.33 per year. MOTION CARRIED unanimously.

A display of the lobby renovation was provided.

MOVED by Joe Brehler and SUPPORTED by Robert Showers that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to approve and renew the following 25 expense and revenue contract renewals:

**Expense Contract Renewal: Michigan Department of Career Development(CMHA-CEI)**

Cash match agreement with the Michigan Department of Energy and Labor & Economic Growth, Michigan Rehabilitation Services in the amount of \$90,634 for the period October 1, 2010 through September 30, 2011. This agreement will produce \$335,681 of Supported Employment services for CMHA-CEI consumers;

**Expense Contracts Renewals: Pine Rest Christian Hospital/St. Mary's, Forest View Hospital, Memorial Hospital(CMHA-CEI)**

Contract renewals with Pine Rest/St. Mary's, Forest View Hospital, and Memorial Hospital to purchase hospital services at rates within 5% of the following for the respective agreements for FY 2010:

Pine Rest/St. Mary's: 1 year agreement (10/1/2010 - 9/30/2011) - rates all-inclusive

Inpatient children, adolescents and older adults:	\$837 per diem (2010 Pine Rest)
Inpatient, adults:	\$807 per diem (2010 St. Mary's)
Partial hospitalization:	\$332 per diem (2010 Pine Rest, St. Mary's)
ECT:	\$539 - \$719 (2010 Pine Rest, St. Mary's)

Forest View: 1 year agreement (10/1/2010 - 9/30/2011) - rates all-inclusive

Inpatient, adults:	\$700 per diem (2010)
Inpatient, children:	\$728 per diem (2010)
Partial hospitalization, adults and children:	\$300 per diem (2010)

Memorial Hospital/Owosso: 2 year agreement (10/1/2010 – 9/30/2012)

Inpatient, adults:	\$745 per diem (2010)
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Total expenditures at these facilities through July, 2010 are as follows:

Pine Rest/St. Mary's:	\$357,762 (\$88,626 - children, \$269,136 - adults)
Forest View:	\$321,316 (\$201,758 - children, \$119,558 - adults)
Memorial Hospital:	\$264,457 (all adults);

**Expense Contract Renewal: Case Management of Michigan, Kalazamoo, MI 49003(CMHA-CEI)**

Contract renewal with Case Management of Michigan (Kalamazoo, MI) to purchase case management related services from Case Management of Michigan for the period of October 1, 2010 and ending September 30, 2011 and pay \$496 per month/per consumer for those services;

**Expense Contract Renewal: Cristo Rey(CMHA-CEI)**

Contract renewal with the Cristo Rey Community Center to purchase individual counseling and group therapy outpatient mental health services from the Cristo Rey Community Center for the period of October 1, 2010 to September 30, 2011 and pay an annual amount not to exceed \$26,046 for those services;

**Expense Contract Renewal: Justice in Mental Health Organization(CMHA-CEI)**

Contract renewal with JIMHO to purchase services from Justice in Mental Health Organization (JIMHO) for the period of October 1, 2010 through September 30, 2011 and pay \$281,137 for those services;

**Expense Contract Renewal: Mid Michigan Guardianship Services(CMHA-CEI)**

Contract renewal with Mid Michigan Guardianship Services to purchase guardianship services from Mid Michigan Guardianship Services for the period of October 1, 2010 through September 30, 2011 and pay \$64.72 per month/per consumer for those services / goods;

**Expense Contract Renewal: Visiting Nurse Services of Michigan(CMHA-CEI)**

Contract renewal with Visiting Nurse Services of Michigan, d.b.a. McLaren Visiting Nurse and Hospice, to purchase visiting nurse services from McLaren Visiting Nurse and Hospice for the period of October 1, 2010 through September 30, 2012 and pay according to the breakdown below for those services;

**Service Reimbursement Rate(CMHA-CEI)**

RN assessment, local (Lansing, East Lansing, Dimondale \$220.00, all-inclusive Holt, Okemos)

RN assessment, out of area (Stockbridge, Charlotte, Ovid, \$280.00, all-inclusive St. Johns, Dansville, Wacosta, Bellevue, Eureka, Leslie)

Speech, PT, OT assessment -\$280.00, all-inclusive

Medical Social Worker assessment -\$280.00, all-inclusive

RN, ST, PT, OT, MSW meeting with community -\$45.00/hour;

**Expense Contract Renewal: Children's Trauma Assessment Center(CMHA-CEI)**

Contract renewal with Children's Trauma Assessment Center (CTAC) to provide Trauma-Focused Cognitive Behavioral Therapy to CMHSP's and pay CTAC \$118,191 for these services for the period October 1, 2010 through September 30, 2011;

**Expense Contract Renewal: Michigan Department of Human Services Medicaid Eligibility Specialist(CMHA-CEI)**

Contract renewal with Michigan Department of Human Services to purchase Medicaid Eligibility Specialist services for the period of October 1, 2010 through September 30, 2011, and pay \$49,168 for those services;

**Revenue Contract Renewal: Gratiot County CMH, Information Services(CMHA-CEI)**

Contract renewal with Gratiot County Community Mental Health to provide and maintain the Echo data system, the CEI Clinical System, and the Filebound Document Imaging System for the period of October 1, 2010 through September 30, 2011 and receive \$114,079.80 for that service;

**Revenue Contract Renewal: Ionia County CMH, Information Services(CMHA-CEI)**

Contract renewal with Ionia County Community Mental Health to provide and maintain the Echo data system, the CEI Clinical System, and the Filebound Document Imaging System for the period of October 1, 2010 through September 30, 2011 and receive \$115,227.24 for that service;

**Revenue Contract Renewal: City of Lansing Out-Patient(CMHA-CEI)**

Contract renewal with the City of Lansing, Human Relations and Community Services Department, to provide services for the period of July 1, 2010 through June 30, 2011 and receive \$45,000 for those services;

**Revenue Contract Renewal: Eaton County Counseling Center, Department of Housing and Urban Development(CMHA-CEI)**

Contract renewal with the Department of Housing and Urban Development to provide assessment, referral, and treatment services to homeless individuals and families for the period of October 1, 2010 through September 30, 2011 and receive \$49,875 for those services;

**Revenue Contract Renewal: Lansing Housing Commission, South Washington Avenue Unit(CMHA-CEI)**

Contract renewal with Lansing Housing Commission to provide supportive mental health services to the Lansing Housing Commission for the period

of October 1, 2010 to September 30, 2011 and receive up to a total annual amount of \$38,541 for those services;

**Revenue Contract Renewal: Michigan Department of Community Health PATH Grant(CMHA-CEI)**

Contract renewal with Michigan Department of Community Health PATH Grant to provide outreach mental health services to homeless adults experiencing mental illness in the tri-county area October 1, 2010 through September 30, 2011 and receive \$101,523 for those services;

**Revenue Contract Renewal: Professional Consulting Services(CMHA-CEI)**

Contract renewal with Professional Consulting Services to provide a full array of adult mental health services for the period of October 1, 2010 to September 30, 2011 and receive reimbursement for services, per the DOC schedule of fees for those services;

**Revenue Contract Renewal: Ingham County Office of Community Corrections HOPE Program(CMHA-CEI)**

Contract renewal with Office of Community Corrections, Ingham County to provide enhanced services to a select population at the House of Commons for the period of October 1, 2010 through September 30, 2011, and receive \$46,347 for services;

**Revenue Contract Amendment: City of Lansing/Lansing Police Department On-Call(CMHA-CEI)**

Amend the contract with the City of Lansing, Lansing Police Department to provide mental health crisis services for the period of July 1, 2010 through June 30, 2013 and receive up to \$12,000 for those services;

**Revenue Contract Renewal: United States District Court, Western District of Michigan(CMHA-CEI)**

Contract renewal with the U.S. District Court, Western District of Michigan to provide sub-acute detoxification services for the period of October 1, 2010 through October 30, 2011 as needed and receive \$200 per day/per person for those services;

**Revenue Contract Renewal: Ingham County Office of Community Corrections Aftercare Program(CMHA-CEI)**

Contract renewal with Ingham County Office of Community Corrections to provide treatment in addiction services for the period of October 1, 2010 through September 30, 2011 and receive \$47,200 for those services;

**Revenue Contract Renewal: Michigan Prisoner Re-entry Initiative, House of Commons(CMHA-CEI)**

Contract with Michigan Prisoner Re-Entry Initiative through Capitol Area Michigan Works! to provide Cognitive Behavioral Therapy for parolee's associated with the MPRI program in Ingham County and receive \$102,246 for the period of October 1, 2010 through September 30, 2011 for those services;

**Revenue Contract Renewal: Michigan Department of Corrections Residential Program(CMHA-CEI)**

Contract renewal with Michigan Department of Corrections to provide treatment in addiction services for the period of October 1, 2010 through September 30, 2013 and be reimbursed at a day rate of \$48.50 per day for those services for Probationers and \$76.81 per day for Parolees. This contract has maximum reimbursement revenue of \$602,195.00 per year for three years;

**Revenue Contract Renewal: Michigan Department of Community Health, Trauma Focused Cognitive Behavioral Training Initiative(CMHA-CEI)**

Contract renewal with Department of Community Mental Health to provide coordination services for Trauma Focused-Cognitive-Behavioral Therapy training for the period October 1, 2010 to September 30, 2011 and receive \$286,372 for those services provided; AND

**Revenue Contract Renewal: Michigan Department of Community Health, Homeless Youth Outreach Expansion Project(CMHA-CEI)**

Contract renewal with the Michigan Department of Community Health to provide Housing Solutions for Youth in Transition services for the period of October 1, 2010 through September 30, 2011 and receive \$75,000 for those services.

**MOTION CARRIED unanimously.**

**Revenue Contract Amendment #4: Managed Mental Health Supports and Services Contract with MDCH (GF(CMHA-CEI))**

**MOVED** by Joe Brehler and **SUPPORTED** by Dale that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors approve Amendment No. 4 of the Managed Mental Health Supports and Services Contract with the Michigan Department of Community Health, to extend the contract 31 days for the period of October 1, 2010 through October 31, 2010. This is an amendment to the agreement that commenced on October 1, 2009 and which continued through September 30, 2010. Upon formal execution of the new FY 11 contract, this amendment will by mutual agreement be rescinded and the terms and conditions of the FY 11 contract become effective October 1, 2010. **MOTION CARRIED unanimously.**

**Revenue Contract Amendment #3: Managed Mental Health Supports and Services Contract with MDCH (SED/GF) (CMHA-CEI)**

**MOVED by Joe Brehler and SUPPORTED by Dale Copedge that the Finance Committee recommends that the Board of Directors approve Amendment No. 3 of the Managed Mental Health Supports and Services Contract with the Michigan Department of Community Health, to include SED/GF funding in the amount of \$15,000 for the two month period from August 1, 201 through September 30, 2010. MOTION CARRIED unanimously.**

**Revenue Contract Amendment #4: Medicaid Managed Specialty Supports and Services Contract with MDCH (Medicaid) (CMHAMM)**

**MOVED by Joe Brehler and SUPPORTED by Dale Copedge that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors, acting in the roll of the PIHP, approve Amendment No. 4 of the Medicaid Managed Specialty and Services contract with the Michigan Department of Community Health, to extend the contract 31 days for the period of October 1, 2010 through October 31, 2010. This is an amendment to the agreement that commenced on October 1, 2009 and which continued through September 30, 2010. Upon formal execution of the new FY 11 contract, this amendment will by mutual agreement be rescinded and the terms and conditions of the FY 11 contract become effective October 1, 2010. MOTION CARRIED unanimously.**

**Revenue Contract Amendment #1: Michigan Adult Benefit Waiver (ABW) for Non-Pregnant Childless Adults Contract with MDCH(CMHAMM)**

**MOVED by Joe Brehler and SUPPORTED by Dale Copedge that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors, acting in the roll of the PIHP, approve Amendment No. 1 of the Adult Benefit Waiver Contract with the Michigan Department of Community Health, to extend the contract 31 days for the period of October 1, 2010 through October 31, 2010. This is an amendment to the agreement that commenced on May 1, 2010 and which continued through September 30, 2010. Upon formal execution of the new FY 11 contract, this amendment will by mutual agreement be rescinded and the terms and conditions of the FY 11 contract become effective October 1, 2010. MOTION CARRIED unanimously.**

**Revenue Contract Amendment #3: Medicaid Managed Specialty Supports and Services Contract with MDCH (FY 2010 rate reduction)(CMHA-CEI)**

**MOVED by Joe Brehler and SUPPORTED by Dale Copedge that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors, acting in the roll of the PIHP, approve Amendment No. 3 of the Medicaid Managed Specialty and Services contract with the Michigan Department of Community Health, which reflects a rate reduction for Fiscal Year 2010. MOTION CARRIED unanimously.**



**FY 2010 Financial and Compliance Auditors(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 enter into a contract with BDO USA, LLP to provide CMHA-CEI compliance examination and financial audit services for the period of Fiscal Year 2010 through Fiscal Year 2012 and pay \$43,000 for FY 2010, \$45,100 for FY 2011, and \$47,400 for FY 2012. **MOTION CARRIED** unanimously.

**Fiscal Year 2011 Budget(CMHA-CEI)**

**MOVED** by Joe Brehler and **SUPPORTED** by Maxine that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the Fiscal Year 2011 Operating Budget: Revenues by Major Funding Source and Expenditures by Line-Item Cost Category. By adoption, the Board of Directors recognize that the adopted budget is based on current estimates of revenues and expenditures, and that staff will recommend, to Finance Committee and/or Board of Directors, amendments to the budget during the course of the fiscal year; and that expenses which are supported by grant revenue, reimbursement, or other sources of outside funding are contingent upon the Community Mental Health Board of Clinton, Eaton, Ingham Counties receiving the budgeted revenues.

Pat St. George commented that Manistee Benzie sent a communication of objection about the compliance auditor. Bob Sheehan commented that the spokes will use their own auditor for their individual CMHs and CMHA-CEI will use the compliance auditor they have chosen for the PIHP.

**MOTION CARRIED** unanimously.

**FY 2010 Fourth Quarter Budget Amendment(CMHA-CEI)**

**MOVED** by Joe Brehler and **SUPPORTED** by Dale Copedge that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the Fiscal Year 2010 4<sup>th</sup> Quarter Budget Amendments. **MOTION CARRIED** unanimously.

**Human Resources**

**Third Quarter Diversity Initiative/EEO Report(CMHA-CEI)**

**MOVED** by Dale Copedge and **SUPPORTED** by Robert Showers that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors accept the Third Quarter Diversity Initiative/EEO Report from April 1, 2010 through June 20, 2010. **MOTION CARRIED** unanimously.

**Third Quarter Grievance Report from April 1, 2010 through June 30, 2010(CMHA-CEI)**

**MOVED** by Dale Copedge and **SUPPORTED** by Kay Pray that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of

Directors accept the Third Quarter Grievance Report from April 1, 2010 through June 30, 2010. MOTION CARRIED unanimously.

**Recipient Rights**

No report.

**Executive Committee**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Kay Randolph-Back distributed a handout for “Affiliation Speaker Flags Issue of Social Determinants and Mental Health”. Ms. Randolph-Back noted that Pat St. George and herself attended the presentation by Ron Manderscheid. Ms. Randolph-Back stated that there is disproportionate burdens on lower class with mental health disorders. See report. Ms. Randolph-Back stated that Ingham County Health Department is a national leader on these issues (reference book “Tackling Health Inequities Through Public Health Practice”. Ms. Randolph-Back suggested to contact Mr. Doak for information on how to purchase the book. Ms. Randolph-Back shared an application for the upcoming workshops on social determinants of mental health.

**PUBLIC COMMENT:**

Jeff Fleming asked if the budget 2011 is based on the steady state, but loss reserve in 2011 is about ½ of what it was in 2010. Stacia McKay explained it is because CMHA-CEI cannot have an unbalanced budget so the dollars were pulled out of the risk fund to balance the budget.

**ADJOURNMENT:**

Dale Copedge MOVED the meeting to be adjourned and Kay Pray SUPPORTED it. The next meeting of the Board of Directors is scheduled for Thursday, October 21st, 2010 at 6:00 pm, Community Mental Health Building, 812 E. Jolly Rd, Lansing.

Minutes Respectfully Submitted By:

Judy Hazle  
Executive Secretary