



PROGRAM AND PLANNING and FINANCE COMMITTEE

Meeting Minutes

Wednesday, June 12th, 2023

5:30 p.m.

812 E. Jolly Rd, Atrium

Lansing, MI 48910

Join Zoom Meeting

<https://zoom.us/j/98547470124>

Meeting ID: 985 4747 0124

Committee Members Present:

Raul Gonzales

Tim Hanna

Joe Brehler

Al Platt

Paula Yensen

Paul Palmer, South Lansing, Ingham County, MI

Dwight Washington

Committee Members Excused:

Ryan Sebolt

Dianne Holman

Jason White

Staff Present

Darby Vermeulen, Sara Lurie, Sue Panetta, John Peiffer, Joanne Holland, Shana Badgley, Jana Baylis

Other Board Members Present:

None

Public Present:

Sharon Taylor – Local 459, Alex Ford – Local 459

Others Present

None

Call to Order:

The meeting was called to order by Chairperson Tim Hanna at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales to approve the Program and Planning Committee meeting minutes of May 13th, 2024, and the Finance Committee meeting minutes of May 8th, 2024.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Paula Yensen and SUPPORTED by Raul Gonzales to adopt the agenda of June 12th, 2024.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

PROGRAM & PLANNING BUSINESS ITEMS:

New Expense Contract: Kellogg Hotel & Conference Center

Sara Lurie presented this item in Gwenda Summers' absence. She noted that one

project we take on for the state involves the state children’s conference. This is a large conference that takes place at the Kellogg Center. The cost of the contract is an estimate based on past conferences we have held there.

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 contract with Kellogg Hotel & Conference Center and pay no more than \$84,500 for those services for the period of May 5, 2025 through May 7, 2025.

MOTION CARRIED unanimously.

New Expense Contracts

MOVED by Raul Gonzales and **SUPPORTED** by Al Platt that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following new expense contracts based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

New Expense Contract: Andy Venn (Residential Type A)

This new contract is for an additional AFC to add to CEI’s roster and is for the period of April 1, 2024 through September 30, 2024.

Facility(ies)		
Name	Address	License Number
Magnify Home Care	1726 Teel Ave Lansing, MI 48910	AS330417322
Glorify AFC Home	1728 Teel Ave Lansing , MI 48910	AS330418049

Fee Schedule

Service Level	Service Description	Billing Code	Unit	Rate
Level II A	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$132.08
Level II AA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$155.39
Level II AAA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$178.70

New Expense Contract: Muse Berhe (Residential Type A)

Shana Badgley presented this contract for a new AFC home for the contract term of May 1, 2024 through September 30, 2024.

Facility(ies)		
Name	Address	License Number
Senay AFC	4901 Tressa Dr. Lansing, MI 48910	AS330417936

Fee Schedule				
Service Level	Service Description	Billing Code	Unit	Rate
Level II A	Community Living Supports and Personal Care in Licensed	H2016/T1020	Per Diem	\$132.08

	Specialized Residential Setting			
Level II AA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$155.39
Level II AAA	Community Living Supports and Personal Care in Licensed Specialized Residential Setting	H2016/T1020	Per Diem	\$178.70

MOTION CARRIED unanimously.

New Expense Contract: Piper & Gold Public Relations, LLC

Sara presented this new contract. CEI put out a request for proposal for a public relations firm for the new Crisis Stabilization Unit. We received a lot of great responses. As a result of the RFP, we selected Piper & Gold Public Relations.

Dwight Washington entered the meeting at 5:35 pm.

One of the first projects P&G are taking on is creating a new brand for the CSU that differentiates itself from the rest of the CMHA-CEI branding. The first step is to gather feedback from neighbors that live in the Greenlawn campus. Once the first portion of the work is completed, another contract will be presented for next fiscal year.

Joe Brehler said he has had extensive experience with P&G and they are very thorough. They show imagination and Joe believes they would do a very good job on the CSU project.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with Piper & Gold Public Relations, LLC to provide public relations and branding services related to the new Crisis Stabilization Center from June 1, 2024 through September 30, 2024 in the amount of \$51,000.

MOTION CARRIED unanimously.

Unfinished Business

None

New Business

None

Public Comment

None

FINANCE BUSINESS ITEMS:

Revenue Lease Contract Extensions: Type B Group Homes, Service Providers
John Peiffer said these leases have been revised to extend through the end of the fiscal year.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Tim Hanna that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to extend the existing leases with addendums to lease property (as Landlord) to Type B Service Provider's (as Tenant) for them to occupy (29) CMHA-CEI property locations for an additional period through September 30, 2024 at the rental rates as indicated in the attached spreadsheet which includes: Property Name, Address, Type B Service Provider Name, and Lease Revenue amount by Month.

Should either party (CMHA-CEI or the Type B Service Provider) decide to terminate the Type B Service Provider Contract, the lease will be terminated.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Professional Consulting Services

Shana Badgley presented this renewal contract with Professional Consulting Services.

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Joe Brehler that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract renewal with Professional Consulting Services to provide a full array of adult mental health services to adults with serious and persistent mental illness in support of the Michigan Prisoner Re-Entry Initiative (MPRI), Michigan Department of Corrections (MDOC)/Re-Entry Project for Offenders with Special Needs for the retroactive period of October 1, 2023 to August 31, 2024 and receive reimbursement for services, per the DOC schedule of fees for those services below.

Code	Professional Consulting Services Description	Unit	Rate
90791	Psychiatric Evaluation	encounter	\$192.12
90832	Individual Therapy-half	encounter	\$50.66
90834	Individual Therapy	encounter	\$101.33
90853	Group Therapy	hour	\$51.02
96101	Psychological Testing	hour	\$91.47
99212	Medication Review (10 minutes)	event	\$40.42
99213	Medication Review (15 minutes)	event	\$55.38
99214	Medication Review (25 minutes)	event	\$80.84
99215	Medication Review (40 minutes)	event	\$154.83
H0031	Psychosocial assessment/Treatment Planning	encounter	\$250.00
H0032 HE	Treatment Planning	encounter	\$80.00
H0038	Mentoring	month	\$100.00
H2015	Community Living Supports (community based)	15 minutes	\$7.95
H2023	Supported Employment	15 minutes	\$25.33
T1016	Supports Coordination	15 minutes	\$42.00
T1017	Targeted Case Management	15 minutes	\$42.00

MOTION CARRIED unanimously.

Expense Contract Renewals

MOVED by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following expense contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Expense Contract Renewal: Insight

Under this contract renewal, CMHA-CEI will enter into a contract with Insight for BitDefender licenses and maintenance for the period of July 13, 2024 through July 13th, 2027 and pay \$35,460 for that maintenance.

Expense Contract Renewal: Service Express

Joanne Holland presented this contract renewal with Service Express for the period of July 1, 2024 through June 30, 2025. CMHA-CEI will pay \$46,988.76 for their services.

MOTION CARRIED unanimously

Acceptance of Budget Principles and Budget Development Calendar for Fiscal Year 2024/2025

Sue Panetta noted there have been no changes to the budget principles from last year. She provided a brief review of how the budgeting process works for new Board member Paula Yensen, who has yet to go through the budget process at CEI. Discussion ensued about the Budget Hearing in August and attendance issues in the past and how to better get the word out.

Sue then reviewed the budget development calendar. Sue noted that the issue that usually holds the budget up is not receiving rates from the State, as happened last year. She hopes this does not happen again this year.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Al Platt that the Finance Committee of the CMHA-CEI Board of Directors accept the budget principles and budget development calendar for fiscal year 2024/2025.

MOTION CARRIED unanimously.

Unfinished Business

None

New Business

None

Public Comment:

None

The meeting was adjourned at 5:55 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, July 8th, 2024 at 5:30pm, 812 E. Jolly Rd, Atrium and the next regularly scheduled Finance Committee meeting is Wednesday, July 10th, 2024 at 5:30pm, 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Darby Vermeulen

Finance Administrative Assistant